



FOR MORE INFORMATION CONTACT

Louise@RobertsonTrainingGroup.com

<b>EXCEL – INTRODUCTION</b> <i>Formulas and Shortcuts</i>	<b>EXCEL – INTERMEDIATE</b> <i>Formulas and Graphs</i>	<b>EXCEL – ADVANCED</b> <i>Increase Productivity</i>
<b>WORKING IN A SPREADSHEET</b>	<b>FUNCTIONS FORMULAS</b>	<b>ADVANCED WORKBOOK FUNCTIONS</b>
<input type="checkbox"/> Edit Cell Contents	<input type="checkbox"/> =AVERAGE	<input type="checkbox"/> Create Templates
<input type="checkbox"/> Select a Range	<input type="checkbox"/> =IF	<input type="checkbox"/> Link Worksheets
<input type="checkbox"/> Column Widths	<input type="checkbox"/> =MIN & =MAX	<input type="checkbox"/> Link Workbooks
<input type="checkbox"/> Copy or Move Data	<input type="checkbox"/> Auto Calculate	<input type="checkbox"/> Work with Grouped Sheets
<input type="checkbox"/> Insert and Delete Commands	<input type="checkbox"/> =VLOOKUP	<input type="checkbox"/> Worksheet Protection
<b>FORMULAS</b>	<b>CHARTING</b>	<b>DATABASE FUNCTIONS</b>
<input type="checkbox"/> Basic vs. Function Formulas	<input type="checkbox"/> Create Bar/Column/Line Charts	<input type="checkbox"/> Sorting Data
<input type="checkbox"/> Absolute & Relative Addresses	<input type="checkbox"/> Create Pie Charts	<input type="checkbox"/> AutoFilter
<input type="checkbox"/> Expose the Formulas	<input type="checkbox"/> Customize/Modify a Chart	<input type="checkbox"/> Subtotal Report Function
		<input type="checkbox"/> PivotTables
<b>SHORTCUTS</b>	<b>WORKING IN A WORKSHEET</b>	<b>INTRODUCTION TO MACROS</b>
<input type="checkbox"/> Role of the Shift & Ctrl Key	<input type="checkbox"/> Hide/Unhide Columns/Rows	<input type="checkbox"/> Create a Macro
<input type="checkbox"/> The "Autos"	<input type="checkbox"/> Freeze Panes	<input type="checkbox"/> Use a Macro
<input type="checkbox"/> The "Road Map"	<input type="checkbox"/> Format Painter	<input type="checkbox"/> Add a Macro to the Toolbar
<input type="checkbox"/> Use the "Office" Clipboard		
<b>PRINTING (PAGE &amp; MARGIN TABS)</b>	<b>PRINTING (HEADER/FOOTER &amp; SHEET TABS)</b>	<b>CREATE A FORM</b>
<input type="checkbox"/> Fit to Page Option	<input type="checkbox"/> Custom Headers & Footers	<input type="checkbox"/> Data Validation
<input type="checkbox"/> Centre on Page	<input type="checkbox"/> Repeat Row/Column Headings	<input type="checkbox"/> Create Pick Lists
<input type="checkbox"/> Print the Formulas	<input type="checkbox"/> Gridlines vs. Borders	