

E5 Maximising Excel 2007 Productivity (1 day)

Learn from industry experts with insights from years of practical experience!



Who Should Attend?

All Excel users

Pre-Requisites

This is a general course and only a basic knowledge of Excel is required. All levels of users will benefit.

Facilitator

Rachel Gregory

Masters of Professional Accounting (MPA), CPA (current), BCom (Finance & International Business), Senior Associate of the Financial Services Institute of Australia, Microsoft Excel Expert



Rachel is a Senior Business Analyst with Access Analytic, an Australian consulting company that specialises in providing business analyst tools and services to companies that value financial expertise and need to make decisions with confidence.

Rachel has extensive experience in across a wide range of industries, ERP software and database systems, and has highly advanced skills in Excel and VBA macro programming to improve data analysis, management reporting, and the budgeting/forecasting processes.

She holds a Masters in Professional Accounting and is also an experienced and energetic communicator who specialises in training and presentations.

Course Outline Summary

This is a hands-on course focused on techniques that speed up your day-to-day use of Excel.

Included:

- Excel 2007 **new** productivity features
- Learn the **hidden productivity tools** that are used by Excel Experts to get more done in the same time.
- **Make your charts fly**: creating new charts, improving existing ones, and making them all look superb!

- **Clever range name techniques** that improve reliability and readability.
- **Best practices in formulas and formatting** that help improve both speed and accuracy.
- Ways to **quickly navigate large spreadsheets** and find what you need to know.
- Ways to **speed up data entry**.

and ...

Question and answer time with Rachel so you can get answers to all those questions that have been bugging you! ... plus many many more ways to improve your productivity and reduce your frustration!

Just Some of the Things You'll Learn

- Mouse productivity techniques
- Keyboard productivity techniques
- Control key productivity shortcuts
- Shift key productivity shortcuts
- Alt key productivity shortcuts
- Range name enhancements
- Chart tips and tricks
- Custom lists that save you time
- Clever conditional formatting
- Find / Replace tips
- Grouping to improve readability
- Comments to improve usability
- How to improve your toolbars
- ... and much more!

Continuing Education

This course has 4 contact hours towards continuing education requirements.

Key Details

Class sizes are strictly limited to 7 or less to ensure maximum contact with the presenter.

Comprehensive course notes plus a CD are included.

Just call us on +61 8 6210 8500 and we'll arrange everything or book online at

www.accessanalytic.com.au/training

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Course Outline Detail

Useful Techniques & Keyboard Shortcuts

- Cursors
- Control key
- Shift key
- Alt key
- Mouse buttons

Range Names

- Creating
- Working with range names

Comments

- Techniques & best practices

Conditional Formatting

- Highlighting exceptions

Auto-Correct

- Techniques for improving efficiency

Custom Lists

- Creating custom lists
- Using custom lists to save time

Printing

- Using different print views to aid readability
- Printing large documents

Formulas

- Entering formulas more efficiently
- Writing more efficient formulas

Logical Functions

- IF, AND, OR
- How to use to make your spreadsheets more automated and efficient

Grouping

- How to include both summary and detail information on one sheet

Charting

- Best practices for designing and working with charts

Find and Replace

- How to use these functions more efficiently

Lists and Databases

- Sorting techniques
- Using Autofilter to show top 10 or custom views of the database

Recent Feedback

- "Very practical with notes that are step by step", CB, Boral
- "Very relevant to work and practical focus which is going to be used often at work", IT, Grant Thornton
- "Even if we don't use it all the time, it's good to know it's there just in case", JS, BQK Chartered Accountants
- "Very interesting; spoken in easy language - very easy to understand", SF, DSE
- "Excellent training. Lots of information which was simple to follow.", SZ, Longmont
- "Great range of information and clear teaching", LS, Cardno

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