



Excel Productivity: Large File Management & Linked Formula Techniques

Course ID #: 7000-1198-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

Course Content

Description:

In this course, you will cover how to work with large worksheets and workbooks in Microsoft Excel. Create Named cells and ranges which are used in formulas and navigation. Write formulas that refer to other worksheets and workbooks.

Objectives:

Upon successful completion of this course, students will:

- Be able to work with multi-worksheet files
- Create and use names to navigate the file and in formulas
- Create formulas that pull data from other worksheets
- Link workbooks in Excel.

Prerequisites:

Basic knowledge of Excel.

Topics:

Lesson 1: Working with Multiple Worksheets and Workbook

- Worksheets and Workbooks introduction
- Insert and Delete Worksheets
- Selecting Worksheets
- Edit Across Multiple Worksheets
- Rename Worksheets
- Hide and Unhide Worksheets
- View Multiple Worksheets/Workbooks
- Move and Copy Worksheets
- Hide and Unhide Workbooks
- View Data on Large Worksheets
- Close Multiple Workbooks

Lesson 2: Names

- Names Introduction
- Defining Names
- Name Manager
- Edit Names
- Use Names for Navigation
- Use Names in Formulas

Lesson 3: Referring other Worksheets / Workbooks using Formulas

- Referencing Other Cells
- Referencing Other Worksheets
- 3D Formulas
- Referencing Other Workbooks
- Managing Links

Register for this class by visiting us at:

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Intermediate

Advanced Preparation: None

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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