



Microsoft Office Excel Working with Multiple Sheets & Workbooks Workshop Course Outline



Course aims:

This course has been designed for existing users who wish to look at different ways that Excel can analyse data using multiple sheets and workbooks.

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Excel; alternatively they may have attended the Basics course.

Who should attend:

Users who are self taught or those who have attended the Basics Course. To attend this course delegates **must** be able to create and use formulas regularly.

Duration: 3.5 hours

Linking Sheets and Workbooks	Working with multiple sheets, use the grouping function, link sheets and workbooks together, work with multiple workbooks, use the workspace feature. edit external links
Cell Protection	Protecting cells and workbooks from change
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