

# Jumping Bean Training Ltd

*Training with Energy!*

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## Super Bean

### Microsoft Excel 2003

**By the end of this course delegates will be able to use Excel's advanced features to create complex spreadsheets**

#### What will I learn?

- You will be able to correctly use the Validation feature to control the information that is entered into cells
- You will be able to correctly use Templates to speed up your work
- You will be able to correctly use the Scenario Manager to create “What If...” based scenarios
- You will be able to correctly use Pivot Tables to easily display and summarise data
- You will be able to correctly use the VLOOKUP and HLOOKUP functions to simplify your formulas
- You will be able to correctly create formulas that contain Partial Absolute cell references to give you more flexibility when copying formulas

#### What do I need to bring?

A good working knowledge of Excel ideally gained from attending our Ripe Bean course. You must be comfortable with Absolute cell references and the IF function.

#### What is the cost?

This is a one-day classroom based course that costs £185 including an amazing lunch and a published book to keep.

#### When can I go?

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

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