

Excel Workbook | Virtual Class

Learning objective:

To efficiently use workbooks.

Code : EX-028C

Duration : 3 Hours

Prerequisites :

Excel Beginner

Workbooks:

- What is a workbook;
- Working with several sheets in a workbook;
- Modifying the number of sheets contained in a workbook;
- Moving and copying sheets;
- Displaying multiple windows;
- Viewing several sheets of the same workbook;
- Protecting sheets;
- Hiding and displaying sheets;
- Mastering the rules used for naming cells;
- Consolidating data;
- Creating a three dimensional formula;
- Adding a range of data using the instant data analysis tools;
- The Watch Window.

Virtual Class

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