

Linking Techniques In Depth In Excel

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Linking between spreadsheets, workbooks and applications offers huge efficiencies but needs a clear understanding to work accurately and avoid risks that linking can pose. Understand and apply the power of linking techniques within Excel and other key MS Office applications to boost productivity and efficiency for you and your organization. Object Linking and Embedding (OLE) makes content that is created in one location or program available in another program.

For example, in Excel, you can link or reference other cells in a worksheet or other worksheets, external workbooks, external files, and pages on the internet or your intranet. Dynamic links ensure changes in source data, graphics, and charts, etc. are reflected in all “dependent linked” files. Mastering the linking of information using MS Excel and MS Office is a valuable and marketable skill.

AREAS COVERED IN THIS WEBINAR

- The link between Excel worksheets and external files
- Relative Vs absolute references
- Complex formulas linked to external data
- Formula auditing
- Update linked values
- Change link source
- Open a source file, Break links
- Link information and graphics between Excel, Access, and other programs
- Hyperlink to other workbook cells, external files, and web pages

WHY SHOULD YOU ATTEND

- Boost profit, efficiency, and productivity
- Achieve more in less time with higher quality results
- Improve job satisfaction, team performance, and professionalism

INSTRUCTOR PROFILE

Roman's professional and relaxed style reflects his thorough understanding of adult learning principles and is demonstrated through his diverse range of classroom, seminar, workshop, and online delivery services and instructional materials. With Microsoft Certifications in Excel and Word, he has mastered over 2500 topics to advanced level in Microsoft Excel, Access, Outlook, Project, PowerPoint, Word, Visio, and Publisher. He also recently added Office 365, SharePoint Online, OneDrive, Outlook Web Application, and Office Online to his online courses portfolio. Roman has qualifications in Frontline Management, Accounting, Training, and Assessment and is certified in Six Sigma business improvement methodology.

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