



Exporting to Excel (Live data) course - 1 day

This course is suitable for all **Staff** who wish to manipulate data and figures using Excel.

You will learn how to export **your own data** in both listing and analysis form into excel enabling you to create your own spread sheets.

You will also learn the techniques of exporting directly into pre-formatted excel sheets

It is advisable that attendees on this course should have a good working knowledge of the APP system and **SHOULD** have a good understanding of the reporting functions. They will also need a basic knowledge of Excel.

Course content:-

- how to configure the system for exporting to Excel.
- how to export data into an Excel spreadsheet.
- how to export data into pre-formatted data sheets using Excel.