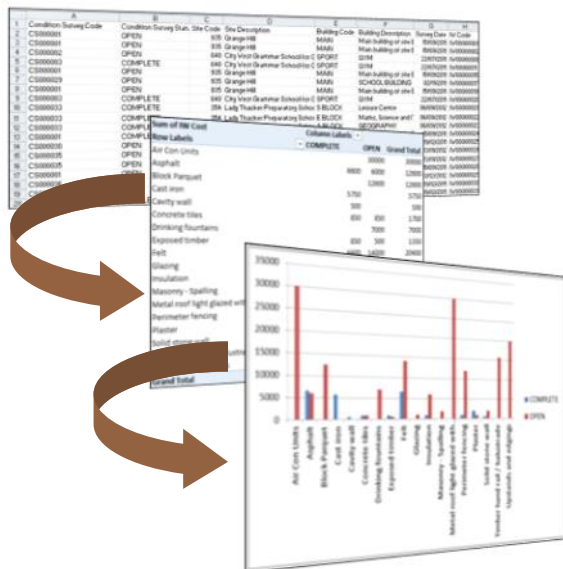


tf facility Excel Training



This course is designed to enhance the use of data extracted from tf facility into Microsoft Excel. Users will be able to effectively use tools for analysing and projecting information in a variety of ways using just the Microsoft Excel interface.

Data can be extracted from tf facility straight into Microsoft Excel format and also via any User Views. With the quality and volume of information provided by tf facility there exists an opportunity to utilise the power of Excel's database tools and portray the data in a variety of ways to other stakeholders. This course focuses on those tools which can be extensively used outside the tf facility environment.

The course is aimed at anyone who needs to manipulate the data output from their tf facility List Views and User Views into other formats commonly output by power users of Microsoft Excel.

The advantage of this course is that the user can focus on tf facility whilst enhancing the data output through Microsoft Excel. The course looks at the following tf facility and Microsoft Excel tools:

- Run a report in tf facility
- Export data listings to Microsoft Excel
- Create User Views in tf facility
- The data sort and multi – level sort tools
- The auto filter tool
- Grouping and outlining
- Pivot tables
- Charting

	A	B	C	X
1	Condition Survey Code	Condition Survey Stat	Site Code	IV Cost
2	CS000003	COMPLETE	648	850
3	CS000003	COMPLETE	648	2000
4	CS000033	COMPLETE	354	5000
5	CS000033	COMPLETE	354	6600
6	CS000033	COMPLETE	354	850
7	CS000001	COMPLETE	935	500
8	CS000030	COMPLETE	1901	850
9	CS000030	COMPLETE	1901	500
10	CS000021	COMPLETE	935	750
11	CS000027	COMPLETE	935	6600
12	CS000031	COMPLETE	98	850
13		COMPLETE Total		25350
40		OPEN Total		160400
41		Grand Total		185750
42				
43	Report: CND04 - Identified Work by Condition Survey			
44				

This is a half day course available online as a 3 hour session or at the client site. If you are an existing tf facility customer, enhance the training experience by using your own site data in real time to create powerful charts and tables from your tf facility property data.

The course will be delivered by our Microsoft Certified Trainer and Microsoft Office Master Instructor – Stuart Mears. To find out more or book a course, please speak to your Account Manager or contact The Technology Forge via the phone number or email address listed below.