



# EAGLE

computer training



**Course Content**  
**Excel for Remuneration**  
**Duration: 1 Day**

# Overview

## EXCEL FOR REMUNERATION COURSE CONTENT

### IMPORTING DATA FROM SAP TO EXCEL

Exporting Data: Method 1  
Exporting Data: Method 2  
Exporting Data: Method 3  
Examples of exporting data

### FORMATTING

#### COLUMN WIDTH ROW HEIGHT

Text to Column  
Example of text to column

#### INSERT A COLUMN

#### INSERT A ROW

Number

Font

Removing duplicates

### ANALYSING THE SPREADSHEET

### DATA VALIDATION

### PIVOT TABLES

Subtotals

a) Creating subtotals

### CONDITIONAL FORMATTING

Delete Conditional Formatting

Custom sorting

Filters

### FORMULAS

PMT

Vlookup

Hlookup

Using a range name for the range

Goal Seek

### MAIL MERGE

Using a MS Word table as your  
Data Source

Using an external Data Source

Creating the data during the Mail  
Merge process

Mail Merge using an External Data  
Source

Editing a Data Source

