

# USING MICROSOFT OFFICE WITH SAGE 200

## Using Microsoft Office with Sage 200

A one-day course which explains how to manipulate accounts data that is stored in Sage 200 when used in conjunction with Microsoft Office packages such as Excel and Word.

### Preparation :

Ideally you will have experience in working with both the Microsoft Office product range and Sage 200, and have an idea of the type of reports that you are hoping to write. If you are not familiar with pivot tables and functions within Excel you may first wish to attend our advanced Excel course .

## Booking

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## Sage 200 Report Writing in Microsoft Office Course Content

### Installation

Learn how to prepare your PC for the ODBC operation.

- MSOffice Applications that can be used
- Compulsory Component Installation
- Configuring ODBC

### Tables

Sage 200 data is made up of a series of tables. The course will familiarise you with the tables and variables which can be accessed from Sage 200 and how to use them.

### Excel

Learn how to link Sage data to Excel for advanced reports, graphs and charts, for example user designed income & expenditure reports, customer and supplier reporting, stock reporting

Learn how to use pivot tables within Excel to dynamically integrate Sage data

### Word

Learn how to link Sage data to Word for mail merge and credit letters.

### Access

Learn how to link the data into MS Access for reporting and enquiring purposes.

*"Very enjoyable and useful course. I wish I had attended when I started using Sage 200"*

*"...covered a few areas in which I picked up very helpful tips on the construction of reports"*

*"Excellent course"*

### Details

**Duration:** 1 Day  
**Times:** 10AM to 4PM  
**Cost:** £275+VAT  
**Lunch:** Included

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 Winner 2005-2009

