

# Sage Line 50 Microsoft

## Training Outline



## Using Microsoft Office with Sage

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### Overview

A one day course which explains how to manipulate accounts data that is stored in Sage Line 50 when used in conjunction with Microsoft Office packages such as Excel and Word.

**After this course you will be able to link data into Microsoft packages such as Excel and Word that allow maximum flexibility in designing reports and layouts. Your skills in linking data will remove the need for re-keying and so save significant amounts of time, while linking to live data can ensure that the current information is always available.**

### Who should attend?

Everyone who wishes to utilise the capacity to link data from Sage Line 50 with Microsoft packages.

### Preparation

It is recommended that you first attend the Tailoring Sage Line 50 Reports course in order to gain skills in designing reports, unless you are already completely competent in this area.

Alternatively, you should have a good understanding of the main areas and fields within Sage Line 50.

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### Topics Covered

#### Installation

Learn how to prepare your PC for the ODBC operation.

#### Tables

Familiarise yourself with the tables and variables which can be accessed from Sage Line 50.

#### Word

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

#### Excel

Learn how to link Sage data to Excel for advanced graphs and charts, for example user designed profit and loss and balance sheets, income & expenditure reports, and ratio reporting.

Ability to use pivot tables within Excel to dynamically integrate Sage data. Some examples used include sales per area and profit and loss by department

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