



Microsoft Excel 1day Advanced Course

Aim of the course:

Students will learn advanced techniques for analysing and manipulating data, work with multiple data sources, collaborate with others, and enhance their spreadsheets using graphic objects.

Topics Covered

Using Graphic Objects

Create Graphic Objects
Resize, Move and Copy Graphic Objects
Format Graphic Objects
Insert Clip Art
Modify Clip Art

Sharing Workbooks

Protecting Cells, Worksheets and Workbooks
Sharing Workbooks
Tracking Changes
Merging Workbooks

Working with Advanced Formulas

Creating Advance 3D formulas
Locate Errors in Formula
Using VLookup
Using HLookup

Pivot Tables

Using the Pivot Table Wizard
Modifying the Pivot Table

Analysing Data

Create Scenarios
Use Goal Seek
The Report Manager

Keyboard and Windows experience is necessary for students attending this course, plus knowledge of Excel to an Intermediate Level