Microsoft
Excel
Advanced

The course is aimed at those participants who have spent considerable amount of time using Excel and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work. A sound knowledge of spreadsheets and a familiarity with Microsoft Excel is necessary.

This course will provide instruction on;

♦   Advanced Logical Functions

♦   Lookup Functions

♦   List Management

♦   PivotTables and PivotCharts

♦   Goal Seek

♦   Solver

♦   Scenarios

♦   Macros

This is a full day course, running from 9:00am to 4:00pm with all training materials supplied.

Limited spaces are available in each session, so please book early to ensure your place.

Investment: $345 per person

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