

MICROSOFT OFFICE EXCEL 2013- INTERMEDIATE & ADVANCED LEVEL



OVERVIEW

Participants will get the idea and guide how to manage data efficiently and more accurate. Participants will also understand how present data with various styles to emphasize the important data.

OBJECTIVES

At the end of the session, participant will be exposed with various types of functions in Microsoft Excel that can be used to solve challenges faced in the working environment. They will create formulas using built-in functions to do advanced analysis At the same time, participant will experience the know-how to combine functions for formulas development by combining multiple tasks in one action.

COURSE OUTLINE

- MS Excel Interface & Default Format
- Calculating Data with Advance Formulas
- Organizing Worksheet and Table Data
- Presenting Data using Charts
- Streamlining Workflow
- Database Function, Sorting & Filtering
- Analysing Data using Pivot
- Macro

WHO SHOULD ATTEND?

This course is designed for all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Microsoft Excel.



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