



MICROSOFT EXCEL ADVANCED – BECOMING A POWER USER

This is an intermediate/advanced course focussing on Excel, the spreadsheet. Many people who use Excel are unaware of its more powerful capabilities. This course digs beneath the surface to reveal the graphing component, database functions, formatting tools and other facilities for manipulating data. The course includes a comprehensive user manual with worked examples and solutions. Attendees will receive an attendance certificate and recognition of competence.

Course Level: Intermediate/Advanced

Who is the course aimed at? The course is aimed at people who wish to discover how to use Excel to work with data more effectively, particularly for the purposes of producing presentations and reports.

Where is the course presented? We will come to you and present the course at your offices. We offer very competitive rates so please contact us for a quotation using the email address below.

Course Content: In this course you will learn advanced techniques for manipulating data in Excel using an interactive hands-on approach. By the end of the course you will be able to use your acquired skills to analyse datasets more effectively, prepare interesting graphs, format tables for use in reports, calculate summary statistics, use advanced formulae etc. There will be ample opportunity for questions and problem-solving during the course.

The course covers the following topics:

- Formulas and functions
- Manipulation of tabular data
- Data functions including sorting, filtering, pivot tables and vlookup
- Conditional formulae – if, countif, sumif
- Formatting and conditional formatting
- Graphing and printing
- Additional tricks and tips for manipulating data

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