

Microsoft Excel Advanced Course Schedule

Unit Standard: 258882

Course Schedule

1. Data Validation
2. Sorting Data
3. Subtotals
4. Adding Security Settings – password protection
5. Date and Time Functions
6. Mathematical Functions (Sumif, Rounddown, Roundup, Even, Odd)
7. Statistical Functions (Countif, Counta, Trend, Large, Small)
8. Financial Functions (FV, NPV, PMT, IPMT, Nper, PV, Rate)
9. Nested Subtotals
10. Text Functions (Upper, Lower, Proper, Concatenate)
11. Lookup and Reference Functions (Lookup, VLookup, HLookup)
12. Logical Functions (If, And, Or, Not, True, False, Nested If)
13. Using mixed references
14. Named Ranges
15. Goal Seek
16. Scenarios
17. Formula Auditing
18. Tracing Errors

Unit Standard: 258876

Course Schedule

1. Importing Text Files
2. Exporting Text Files
3. Converting numbers
4. Data Consolidation
5. Linking Spreadsheets
6. Filtering Information
7. Using Forms
8. Macros
9. Comparing Spreadsheets
10. Pivot Tables
11. Pivot Charts

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

Assessment and moderation of submitted POE's @ R250 pp

Sankin Computer Training