



MS Excel

Intermediate to advance

May 24-25, 2023

9:30 am-5:30 pm

Online Via Zoom

Trainer

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Training Fee:
20,000 Plus Tax

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Contents

Analyzing Data

- Using Table Lookup Functions
- Inserting Subtotals
- Creating an Advanced Filter
- Using Database Functions

Working with Data

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- Exporting Data, Converting Text to Columns
- Using Flash Fill
- Connecting to Data in an Access Database
- Working with Hypertext Links

Creating & Working with PivotTables

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- Working with Recommended PivotTables
- Creating a PivotTable using Worksheet Data
- Using a Report Filter

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- Creating a Slicer & Grouping Data
- Using a Timeline
- Applying Label and Value Filters and creating a Calculated Field

Working with Macros

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- Creating & Working with Macro Button

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- Understanding Solver, defining & Solving a Problem
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