



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Microsoft Excel – Advanced Level

Advanced Formatting

- Using AutoFormat and Styles
- Changing the way Microsoft Excel displays numbers, dates and time
- Conditional Formatting

Charts and Maps

- Creating Charts and Mapping Data

Working with Multiple Files/Applications

- OLE - Object Linking and Embedding
- Importing and Exporting Data from other Applications

Advanced Formulae and Functions

- Formulae & Functions
- The Function Wizard

Working with Templates

- Using Built-In Templates
- Creating your own Template

Creating & Using Databases

- Using the Data Form
- Sorting
- Searching, Filtering, Extracting & Manipulating Data
- PivotTables

Reports

- Custom Views
- Scenarios
- Combining views and scenarios into a printed report

Data Validation and Auditing

- Data Validation and Auditing
- Using the Auditing Toolbar

Using Workgroup Functions

- Sharing Workbooks
- Tracking Changes, Resolving Conflicts & Show History of Changes
- Merging Workbooks
- Adding, Hiding and Displaying Comments

Macros

- Creating, Recording, Editing and Running Macros
- Creating Dialog Boxes
- Customizing Menus and Toolbars