/EDGE ICT

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Short Course:

EXCEL TRAINING: ADVANCED LEVEL

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WORKSHOP OUTLINE

// Name Ranges
// Large Documents
// Conditional Formatting
// Filtering Data
// Data Forms
// Sorting Data
// Subtotals
// Charts
// Objects
// Linking and Consolidating

// Hide and Unhide
// Advanced Display Features
// Macros
// Functions
// Goal Seek
// Scenarios
// Pivot Tables
// Importing Data
// Protection

QUALIFICATION OUTCOME

The Microsoft Excel Advanced Level Training is designed to provide and equip individuals with the ability to use formulas, link and consolidate data, import data and create pivot tables amongst other advanced Excel skills. This course is designed for those who have Intermediate knowledge and fundamental skills of Microsoft Excel. This course has been created to equip individuals with the advanced and complex knowledge of Microsoft Excel, therefore in doing this course the individual will be able to perform and execute all functions and operations within an Excel worksheet or workbook.

At the end of this course the individual should be able to perform all Microsoft Excel operations easily and be able to make use of advanced formulas, creation of pivot charts, using macro's and be able to import as well as link and consolidate data. Upon successful completion of this course the individual will have complete knowledge of Microsoft Excel and will be able to perform easy and complex tasks with no assistance as they will be equipped with all Excel skills.

01. Focus on practical application of skills, learnt, applied and practiced

06. Improving the learner's confidence, attitude, knowledge and skills are critical

05. Edge ICT ensures that the learners are engaged and receptive to training

COURSE METHODOLOGY

02. Knowledge sharing and team learning form part of Edge ICT's unique training methods

03. Programmes are flexible and easily adaptable to suit the various learning styles

04. Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

GET IN TOUCH

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