



## Presentation Software Training

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## Microsoft Excel: Advanced

### Overview & objectives

This one-day course is designed to help a delegate develop spreadsheets using more advanced functions and creating more complex formulas. A delegate will learn to use LOOKUP functions to extract data from a table, distribute data in different formats and publish a spreadsheet on the web.

### Course Prerequisite

Microsoft Excel: Intermediate

### Who should attend?

Any delegate wanting to develop their skills in using Microsoft Excel to design spreadsheet solutions and use tools for creating and formatting more complex spreadsheets, that solve more difficult problems.

### Course Outline

This course consists of 6 modules	
<b>Module One</b>	Pivot Table Terms; Create Pivot Tables; Modify Pivot Tables; Adding Data Fields; Using the Page Field; Hiding & Showing Data; PivotTable Field Advanced Options; View Source Detail Information; Remove Data from PivotTable; Change Summary Functions; Removing Grand Totals; Format a PivotTable; Update & Refresh Data; Chart a PivotTable
<b>Module Two</b>	Using VLOOKUP Function; Using the HLOOKUP Function; The LOOKUP Wizard; Using Logical Functions; IF Function; Nesting IF Functions; Using VLOOKUP with an IF Function; Using Financial Functions; PMT Function; FV Function
<b>Module Three</b>	Create a One-Input Table; Create a Two-Input Table; Goal Seek and Solver; Goal Seek; Solver; Scenario Manager
<b>Module Four</b>	Automating with Visual Basic for Applications; Starting the Recorder – STEPS; Recording a Macro; Running a Macro; Recording a Formatting Macro; Examining the Procedure; Viewing & Editing VBA Code; Attaching Procedures to Objects; Assign a Procedure to a Button; Assign a Macro to a Toolbar; Changing the Button Image; Name the Toolbar Macro Button; Edit the Macro Button; Macro Security Levels
<b>Module Five</b>	Microsoft Query; Start Microsoft Query; Using the Query Wizard; Working with Columns; Filtering Data; Sorting Records; Finishing the Query; Editing & Updating Query Results; Importing Text Data; Exporting Data; Saving a Worksheet as a Web Page; Publish a Worksheet to the Web; Auditing Workbooks & Worksheets; Using Excel's Auditing Tools; Tracing Arrows; The Auditing Toolbar; Sharing Workbooks
<b>Module Six</b>	Templates; Conditional Formatting; Customizing MS Excel; Creating and Using Styles

### Additional Information

<b>Duration</b>	1 day
<b>Cost</b>	R915,00 (excl. VAT)
<b>Includes</b>	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.  
Accreditation Number - ACC/2007/02/603.