



## Presentation Software Training

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## Microsoft Excel: The Super User Workshop

### Overview & objectives

This one-day course is designed to introduce the advanced user to more of Microsoft Excel's specialised functions.

### Course Prerequisite

Successfully completed Microsoft Excel Advanced Course and be fully competent with all the concepts covered.

### Who should attend?

Any delegate wanting to further develop their skills in designing specialised spreadsheet solutions.

### Course Outline

This course consists of 6 modules	
<b>Module One</b>	Using Add-Ins Paste Special Operation commands
<b>Module Two</b>	<b>Text Functions:</b> Using Concatenate Using Change Text case Using Extract characters
<b>Module Three</b>	<b>Date &amp; Time Options:</b> Display the current date Calculate the number of days between two dates Calculate the number of working days between two dates Calculate the number of months between two dates Calculate the number of years between two dates Calculate a person's age
<b>Module Four</b>	<b>Logical Functions:</b> Using the And/Or functions with CountIf Using the And function with the IF Using SumIf Using CountIf
<b>Module Five</b>	<b>Financial Functions:</b> Using Ipmt Using IsPmt Using CumIpmt
<b>Module Six</b>	<b>Advanced Filters:</b> Extracting information to other sheets using the Advanced filter

### 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.