

Advanced MS Excel

ONE MONTH CERTIFICATE PROGRAM

PROGRAM CONTENTS

Customizing the Work Area

- Working with Built-in Toolbars
- Using Custom Toolbars
- Creating and Using Styles
- Using Templates

Advanced Formula Construction

- Using Names
- Using the IF Function
- Using the VLOOKUP Function
- Using IS Functions and the Auditing Features

Using Pivot Tables

- Creating Pivot Tables
- Modifying Pivot Tables
- Grouping and Summarizing Data in a Pivot Table
- Creating Interactive PivotTables for the Web

Working with Multiple Worksheets

- Working with Workbooks
- Linking Cells in Different Workbooks
- Workbook versus Links and Workspaces
- Sharing and Merging Workbooks

Consolidating and Analyzing Data

- Consolidating Data from More than One Worksheet
- Using the Goal Seek and Solver Utilities

Using Protection and Display Options

- Using Comments
- Protecting Workbooks
- Using Custom Views

Macros

- Running Macros
- Recording a Macro
- Viewing, Editing and Writing VBA Code

Working with Interactive Excel Web Documents

- Saving Excel Worksheets as Web Documents
- Spreadsheet Web Components

Why MS Excel...

Advanced MS Excel course is designed to teach even the seasoned MS Excel users how to better manage and use MS Excel. This course covers advanced topics, such as PivotTables, designing custom charts, macros editing, macro writing and customize the program.

Who Should Attend...

Participant should have knowledge of intermediate level of MS Excel

About Us...

Professional Development Centre at CASE advances the purpose of professionalism by deepening the participant's ability to improve performance and effectiveness. We deliver management and technology skills to increase productivity. Our programs promote creativity and provide tools for managers to produce durable and demonstrable impact. In short, we'll show you the results.

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Registration Form

Name: _____

Address: _____

Phone: _____

Office _____ Mobile _____

Email _____

Organization Name _____

Course sponsored by: Organization Self Finance Other

Course referred by: _____

Mode of payment: Cheque Cash

Cheque number _____ Amount _____

Course Duration: 04 weeks

Time: 6:00 PM to 9:00 PM

Days: Monday & Tuesday

Course Cost: 13,500/-

Venue: Professional Development Center

Payments should be made in favor of "CASE"

PLEASE FILL THE FORM AND ATTACH PAYMENT RECEIPT/CHEQUE

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