



Microsoft Excel Advanced



Excel Advanced is dedicated to users who are comfortable using the application and seek to unleash the full power of Excel.

Training Outline

Efficient

Candidates are tested and redirected throughout the training

Flexible

We adapt our training to the need of your company

Measurable

A certificate is issued at the end of each training course

Reliable

We only use certified trainers

Advanced Functions on Excel

- Advanced use of functions
- Database functions
- Financial functions
- Statistical functions

Excel Data Tools

- Creating forms
- Reference & functions based on forms

Pivot Tables on Excel

- Organise data for pivot tables
- Create & use pivot tables

Advanced Graphs on Excel

- Advanced named range

- Dynamic graphs

Excel Macros

- Introduction to Macros
- Record Macros
- Assign Macros
- A look into VBA coding
- Write simple Macros

Systems

- Reports & Dashboards
- Design & build fully automated systems

Conclusion of Excel Advanced

- Test
- Graduation

IXCEL CONSULTING

Unit 2302, 23/F, New World Tower 1
18 Queen's Road Central, Hong Kong

PHONE

+852 3588 1704
+853 6349 3536

WEB

www.iExcelConsulting.com