

Excel 2007 Advanced Workshop

Knowing how to use the advanced features of Microsoft Excel 2007 opens a completely new experience in using this spreadsheet program. The novice user tends to use Excel 2007 as holding place for report data. They may know how to insert data and move columns around, but rarely go into the deeper functions that Excel 2007 offers.

This workshop will teach the participants the most common advanced features of Microsoft Excel 2007. The goal of this course is to get them familiar with these functions in a safe learning environment. Once it is completed, their familiarity and confidence in using the advanced feature of Excel 2007 will increase, making Excel 2007 a more useful tool for everyone at work or at home.

Workshop Objectives:

- Use SmartArt
- Insert Objects
- Create Charts
- Create Pivot Tables
- Work with Pivot Tables
- Create Pivot Charts
- Solve Formula Errors
- Use What-If Analysis
- Manage Your Data
- Group and Outline Data



For more information on this workshop or to reserve your spot, please contact:

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