

Excel 2010 Expert Workshop

Your participants will learn how to use the more in-depth features of Excel 2010. This workshop is designed to for the advanced users of Excel 2010. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel 2010, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into usable information - and better information leads to better decision making!

Workshop Objectives:

- Mark Workbook as Final
- Encrypt with a Password and Restrict Permissions
- Protect the Current Sheet or the Workbook Structure
- Add a Digital Signature
- Manage Versions
- Share Workbooks
- Edit a Shared Workbook
- Track Changes
- Set Calculation Options
- Use Array Formulas
- Change a Macro
- Use a data form
- Use Trend Lines
- Add a Secondary Axis
- Use Chart Templates
- Work with PivotTable Tools



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

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