

Advanced Excel Workshop



This two day workshop is designed for business users who are familiar with Excel and would like to learn advanced tables, graphs and data functions.

The workshop will benefit users from Sales, Marketing, Human Resources, finance and other functions of the business.

Workshop Content:

- ◆ Formatting Tables
- ◆ Sorting & Filtering Tables
- ◆ Aggregating Tables
- ◆ Aggregation of Sumif, Averageif, Countif Formulas
- ◆ Using Date Formulas
- ◆ Logical Formulas (Vlookup, Hlookup, If)
- ◆ Text Formulas
- ◆ Finance Formulas
- ◆ Auditing Formulas
- ◆ Connecting to External Data
- ◆ Using Excel as a Database
- ◆ Creating Graphs in Excel

Unit Standard—116943

Duration: 2 Day

Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require their own laptops with Excel 2007 / 2010 already loaded.

Fees:

R2300 per person excluding VAT (Gauteng)

R2900 per person excluding VAT (KZN)

R3300 per person excluding VAT
(Cape Town / Port Elizabeth)

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