

COURSE CONTENT

- ❖ **Grouping and Outlining**
 - Outlining a worksheet automatically
 - Collapsing and expanding outlines
 - Removing outlines
 - Outlining a worksheet manually
- ❖ **Consolidating Workbooks**
 - Linking consolidated data
- ❖ **Consolidating Worksheets by Category**
- ❖ **Summarising data by using Subtotals**
- ❖ **Data Entry Forms**
 - Adding records to a worksheet using a Data Form
- ❖ **Filtering a range with AutoFilter**
 - Using AutoSum in filtered lists
 - Sorting a filtered list
 - Finding empty cells
 - Using Custom AutoFilter options
 - Removing a filter
 - Printing a filtered list
- ❖ **Advanced Filter**
 - Creating a criteria range
 - Criteria operations
 - Filtering the range
- ❖ **The Table**
 - Creating a Table from an existing range
 - Changing a Table style
 - Including worksheet rows or columns
 - Using formulas within a Table
 - Referencing data
 - Working with the total row
 - Setting Table options
 - Removing duplicates from a table
 - Converting a Table to a range
- ❖ **Importing and Exporting data**
- ❖ **Converting text to a date format**
- ❖ **Calculating dates**
- ❖ **Creating Combination charts**
- ❖ **Trends and Trend charts**
 - Filling in a Linear trend
 - Creating a Chart with a Trend Line
- ❖ **PivotTable Reports**
 - Creating a PivotTable Report
 - Refreshing a PivotTable Report
 - Changing the number format
 - Hiding and Displaying detail
 - PivotTable Report filter fields
 - Changing the filter displayed
 - Displaying report filter items on separate worksheets
 - Changing the Summary function
 - Replacing empty cells with zeros
 - Inserting a blank row after each item group
 - Grouping and ungrouping dates or time
 - Creating PivotTable Charts
 - Formatting Pivot able Reports
- ❖ **Naming a cell or range of cells**
 - Changing cell references in formulas to names
 - Deleting a range name
 - Defining a block name
 - Setting a print area for a defined block

SPREADSHEET APPLICATION

Microsoft Excel is a spreadsheet programme used extensively in business for budgets, wage calculations, costing etc.

- ❖ **Scenarios**
 - Creating a Scenario
 - Displaying and editing Scenarios
 - Creating a Scenario Summary Report
 - Creating a Scenario PivotTable Report
- ❖ **Using Functions**
 - CountIF, SumIF, IF, PMT, VLOOKUP
- ❖ **Text Functions**
 - Lower, Upper, Proper
- ❖ **Applying Conditional formatting**
- ❖ **Using Data Validation**
- ❖ **Protecting workbooks and worksheets**
 - Unprotecting workbooks and worksheets

2 Day Course

The Microsoft Excel Advanced course includes all training material, lunch, teas/coffees and certificate.

Who should attend?

- Financial Managers
- Account Managers
- Account Clerks
- Data Analysts
- Financial Assistants
- Bookkeepers
- Personal Assistants

Pre-requisite

Must have Excel Basic and Intermediate knowledge i.e. Formulas, Grouping sheets, Referencing between sheets, Creating special links between programmes and creating and modifying Charts.

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates.