



TRAINING ACADEMY

Microsoft Imagine Academy

Microsoft Imagine Academy Membership ID: 5300004794

2018/517588/07

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Microsoft Excel Expert

Whether you are a professional and an already experienced Microsoft user or just a *beginner*, Microsoft training solutions will assist you to contribute to your company's overall success, and you will feel more confident to get the maximum use out of your Microsoft software.

All courses are designed to give you hands on, practical Microsoft software training in a classroom environment. Furthermore, training is provided through our **Microsoft Imagine Academy Authorised Training Centre** with highly experienced trainers providing you with the knowledge and guidance you require during the course.

[Target Learners]

Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is very important for anyone considering career advancement. You will benefit from this Microsoft Excel training course because it covers advanced competency levels now called **Microsoft Excel Expert**.

[What you will learn]

Our Microsoft Excel training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built-in structure and functions of Microsoft Excel.

[Training]

This is a one-day Facilitated Course.

[Exams & Certification]

The Exam is separate from the course and must be written within 6 months from the commencement date of your classroom training. The exam fee is link to the Rand/US Dollar Exchange Rate and will only be available when you are ready to write.

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As a Registered Microsoft Imagine Academy, our Microsoft Certification is a National & International Certified Accreditation.

[Course Outline]

Lesson 1: Managing and Protecting Workbooks

- * Managing Workbooks
- * Reviewing and Protecting Workbooks

Lesson 2: Applying Custom Formatting and Layouts

- * Applying Custom Formats and Validating Data
- * Applying Conditional Formatting and Filtering
- * Creating Custom Workbook Elements
- * Preparing a Workbook for Internationalization

Lesson 3: Using Advanced Functions and Analyzing Data

- * Naming Ranges and Other Objects
- * Managing Document Versions
- * Creating Advanced Formulas and Functions
- * Troubleshooting Formulas and Functions
- * Using Data Analysis and Business Intelligence Tools

Lesson 4: Working with Advanced Charts and PivotTables

- * Creating Advanced Charts
- * Creating and Managing PivotTables
- * Creating and Modifying PivotCharts
- * Working with the Power Pivot Data Model