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| COURSE TITLE | ADVANCED COURSE ON ELECTRONIC SPREADSHEET USING MS EXCEL |
| DURATION | 2 DAYS |
| SPEAKER | ASSOCIATE PROFESSOR DR. RAYNER ALFRED |
| SYNOPSIS | |
| This advanced Microsoft Excel 2010 training class is designed for students to gain the skills necessary to use pivot tables, exchanging data with other possible programs, using and exploring data tools, sharing Excel files, customizing Excel and programming with Excel. | |
| COURSE CONTENT | |
| Module 1: Analyzing Data With Pivot Tables. | |
| Module 2: Exchanging Data With Other Programs. | |
| Module 3: Data Tools. | |
| Module 4: Sharing Excel Files And Incorporating Web Information. | |
| Module 5: Customizing Excel And Advanced Worksheet Management. | |
| Module 6: Programming With Excel. | |
| REFERENCES | |
| <ol style="list-style-type: none"> 1. Microsoft Excel 2010 Step by Step (Step by Step (Microsoft)), Curtis Frye D., Microsoft Press, Pap/Psc edition (June 23, 2010), ISBN-10: 0735626944, ISBN-13: 978-0735626942 2. Microsoft Excel 2010 Plain & Simple, Curtis Frye D., Microsoft Press; 1 edition (June 30, 2010), ISBN-10: 0735627274, ISBN-13: 978-0735627277 3. Learning Microsoft Excel 2010 - Training Course, by Infinite Skills Inc | |