



Innovative Management & Professional Training

Training Venue: Unit 201 Alissta Towers

Tel. 345-943-4678

ADVANCED EXCEL 2007

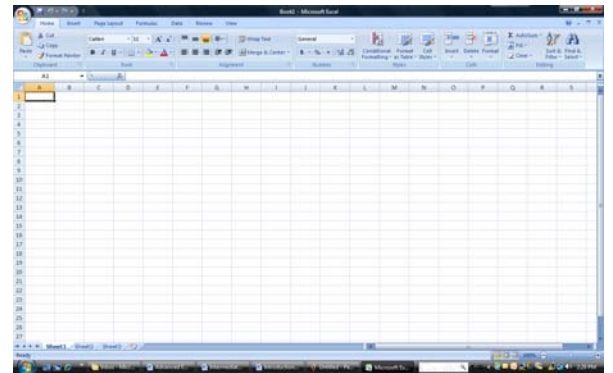
(A 6-hour Program)

Increase your competence in Excel by learning advanced skills!!

Learn more about the intricacies of Excel 2007. If you have completed the Intermediate Excel program or just need to sharpen your skills, give us 6 hours and we will show you the advanced features that make Excel a valuable resource.

Course Content

- 🕒 What's New in EXCEL 2007
- 🕒 Creating Nested Functions
(i.e. *functions within functions*)
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- 🕒 Working with Multiple Worksheets
 - Copying and Grouping Worksheets
 - Creating a 3-D Reference
 - Using Functions & Formulas in a 3-D Reference
- 🕒 Using Auditing Tools
- 🕒 Using What-If Analysis
 - Creating a Scenario
 - Managing Scenarios
 - Forecasting with a Trend line
 - Using Goal Seek
- 🕒 Filtering Data
- 🕒 Using Pivot Tables
- 🕒 Creating Macros (basics only)



Maximum No. of Participants: 8