



## MS EXCEL ADVANCED

Microsoft Excel is the bestselling and most widely used spreadsheeting program in the world. Microsoft Excel is standard in most businesses, and is almost essential to operate efficiently in today's office environment. TP Human Capital's Microsoft Excel training will give you the skills to confidently and efficiently produce professional spreadsheets and databases.

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills in the more advanced areas of Excel such as goal seeking, linking, macros, web publishing and PivotTables.

**Duration** 1 ½ Days  
9:00 am – 4:00 pm and 9:00 am – 12:30 pm

**Investment** \$495 per person

*For more information or for a tailored proposal please contact TP Human Capital on 4772 3800*

## Course Topics

---

Nesting Functions

Advanced Filters

Validations

Goal Seeking

Data Tables

Scenarios

Pivot Tables

Linking Workbooks

Consolidation

Excel On the Web

Summarising Data

Macro Virus Control

Recorded Macros

Recorder Workshop

---