

ADVANCED Ms EXCEL

SHORT COURSE

ABOUT CSG SKILLS

CSG Skills, is a proud subsidiary of CSG Holdings Ltd, and has been an active participant and service provider of skills development and training in South Africa since 2001. Our years of expertise in both professional consulting compliance services, as well as the successful roll out of a variety of complex training projects, has qualified us as a supplier of choice.

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TARGET AUDIENCE

Employees / Interns / Learners Who Want to Increase from Intermediate to Advanced Ms Excel Skills

DURATION	CERTIFICATE
2 DAYS	ATTENDANCE

MODULE OUTLINE

- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.
- Create and edit a graph/chart/pivot table.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects in a spreadsheet.



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shaped around you.

