

# INTERMEDIATE 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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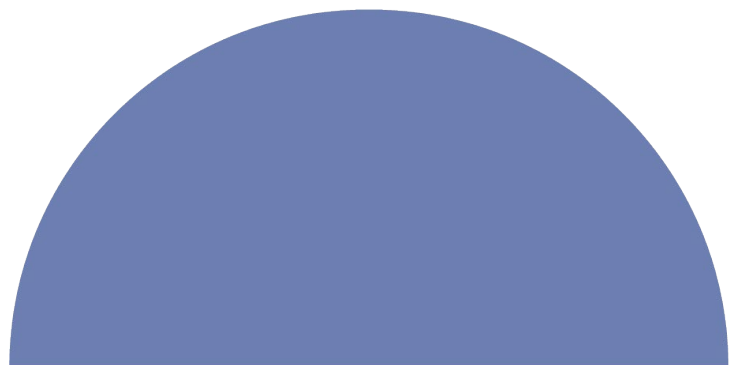
### TARGET AUDIENCE

NEWLY APPOINTED EMPLOYEES / INTERNS / LEARNERS

| DURATION | CERTIFICATE |
|----------|-------------|
| 1 DAY    | ATTENDANCE  |

### MODULE OUTLINE

- Creating More Complex Formulas
- Relative and Absolute Cell References
- Functions
- Basic Tips for Working with Data
- Freezing Panes and View Options
- Sorting Data
- Filtering Data
- Groups and Subtotals
- Tables
- Charts
- Conditional Formatting
- Intro to PivotTables
- Doing More with PivotTables
- What-if Analysis
- Vlookup.



### CONTACT US: HEAD OFFICE

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shaped around you.

