



# Microsoft Excel - Advanced

<b>Aim of Program</b>	This session will provide participants with the knowledge of how to use Excel as a tool for forecasting and advanced data manipulation. Covering the more advanced functions and showing how to nest functions allowing compound calculations and the functionality of analysing multiple conditions within a single formula. It will enable you to enhance your skills by exploring some of Excel's analysis, planning and development features in particular "What-if" functions and will also cover the creation and use of Pivot Tables and will show how routine tasks can be automated by the use of simple Macro's attached to an action button.
<b>Program Structure</b>	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none"> <li>▶ Create and use data validation</li> <li>▶ Assigning a Password, Opening a Password-protected File, Removing a Password</li> <li>▶ Use the IF, Nested IF functions</li> <li>▶ Use the VLOOKUP functions</li> <li>▶ Use the Consolidate feature</li> <li>▶ Understand and create a Pivot Table</li> <li>▶ Create Pivot Charts</li> <li>▶ Using Sparklines</li> <li>▶ Use the Formula Auditing Tools</li> <li>▶ Create macros</li> <li>▶ Assign macros to the toolbars and as shortcut keys</li> <li>▶ Share workbooks with others</li> <li>▶ Open a CSV file into Excel using Text to Column feature</li> <li>▶ Use the Goal Seek feature</li> <li>▶ Use the Scenario feature</li> <li>▶ Use the Solver feature</li> </ul>
<b>Program Enrolment</b>	The program is limited to 8 participants.
<b>Program Duration</b>	1 Day: 9:30am - 4:00pm
<b>Pre-requisite</b>	It is recommended that participants attending this session have attended the Microsoft Excel - Introduction session and Microsoft Excel - Intermediate or have equivalent skills.
<b>Facilitator</b>	Andrew Chong, SATT Simple as that Training
<b>Program Dates, Registration &amp; Fee</b>	Go to link below for <b>Program Dates</b> , <b>Course Registration</b> and <b>Course Fees</b> : <a href="http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx">http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx</a>

Compassion Accountability Respect Excellence Safety

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