



Advance training on **Microsoft Excel 2007**

Hurry

Maximum 12 participants

Course objectives

To help professionals who require developing high quality, complex reports in a short time period.

For Whom

Professionals who uses excel application in day to day work.

When

On 21st & 23rd January 2012 (2 1/2 days)

Where

CHA Meeting Room, Colombo-07

Investment

Rs. 8,500 /-

Course Contents

- ✎ Introduction to MS Excel
- ✎ Excel Basics
- ✎ Editing Data in a Worksheet
- ✎ Printing worksheets
- ✎ Formatting Cells, Columns, Rows and Sheets
- ✎ Excel Functions
- ✎ Working with Graphs
- ✎ Linking Worksheets and Workbooks
- ✎ Working with Data Bases / Tables
- ✎ Creating Databases
- ✎ Sorting a database
- ✎ Analyzing and Reporting database information
- ✎ Filtering / Subtotaling / Pivot Tables
- ✎ What-if-analysis
- ✎ Data Tables & Scenarios
- ✎ Working with Excel Macros
- ✎ Excel Help

Participants Comments

- ✎ *It is a very useful learning exercise. Will definitely help in my work with excel. The instructor is excellent **Fiona Surendran- ChildFund***
- ✎ *Well prepared and well delivered. Will help specially on budgeting and sorting information **Juliet Francis- Search for Common Grounds***
- ✎ *Training was well arranged and presented. Gain a good knowledge which will help in by work. **Chanaka Rajaratne- British High Commission***
- ✎ *Very good training. Well recommended to others **.Dayan Georgesz- UNHCR***
- ✎ *Very useful in my work specially in Database creation and Financial.- **K Sivathanan- Oxfam (Aus)***
- ✎ *Pitched at the right level to make it practical ,Very useful in my day to day work .
- **Hameema Haniff- British Council***
- ✎ *Excellent training. Thanks for imparting valuable riches in excel-**J Jesudason- Zion Fountain cafe***

**For registration please contact on or before
14th February 2012**

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