



Advance training in  
**Microsoft Excel  
2003**

## 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

*The above areas will be covered as a revision only utilising a maximum of 2 hours*

- ✓ 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

*Duration: 12 hours*

### 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 & 22nd October 2009 ( 0900- 16.30 hrs)

### Where

CHA Meeting Room, Colombo- 07

### Investment

Rs. 5000 /-

### Registration

Before 14<sup>th</sup> October 2009

*If interested please contact*

**S. Chrishanthi**

Training Co-ordinator

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**Value added :**  
Each participants are allocated with 3 hours for practical session after completing the workshop