



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office Excel Level III – Advanced Training

Students will learn advanced features of Microsoft Excel 2010.

- Creating Tables
- Using The AutoFilter
- Using The Advanced Filter
- Using Simple Database Functions
- Using The VLOOKUP Function
- Creating A PivotTable
- Updating A PivotTable
- Working With Calculated Fields In A PivotTable
- Creating A Chart From A PivotTable
- Exploring What-If Tables
- Using Scenarios
- Implementing Problem Solving
- Using Comments
- Sharing Workbooks
- Understanding Macros
- Editing A Macro
- Using A Relative Reference Macro
- Importing / Exporting Data
- Retrieving Data From A Database

.....**more detailed outline is available, please e-mail or call!**

Pre-requisites: MS Excel Level I – Essentials or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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