



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Executive Excel Advanced two day Course

This comprehensive Executive Excel Advanced MAC 2011 course builds on the grounding which was learnt in the Excel MAC Essentials and Intermediate 2011 courses. The Executive Excel 2011 MAC Course covers some of the most advanced features and functions in Excel MAC 2011. On completion the delegates will be in the top 10% of Excel users in Southern Africa.

This is an intense two day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 Executive Excel Advanced skills to create sophisticated analytical spreadsheets, budgets and master intricate advanced formulae that are required in the workplace. This course is a must for Executives or those who are ambitious.

This course will prepare the delegate for more advanced Excel MAC 2011 courses. The delegate receives an Executive Excel Advanced 2011 MAC manual and an electronic attendance certificate on completion of the Executive Excel Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Subtotal function
Relative and absolute
referencing
Mixed cell referencing
Range names
Data validation
Vlookup
Pivot tables

Pivot table Charts
Using the goal seek
The scenario manager
Sparklines
PV formula
Advanced filtering
Hyperlinking

Working with
Comments
Conditional formatting
Working with group
sheets
Creating 3-d formulas
Writing a simple macro

OFFSITE, OUR VENUE, prices from R 5395 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

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Master MS Project for quick info and outcomes
([MS Project](#))

KEYBOARDING

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Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



CONTACT DETAILS

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