



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 Microsoft Publisher Advanced Course

This comprehensive Publisher Advanced MAC 2011 Course builds on the grounding which was learnt in the Publisher MAC Essentials and Intermediate 2011 courses.

The Publisher Advanced 2011 MAC course covers some of the more advanced features and functions of Publisher MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 Publisher Advanced skills.

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

Introduction to spreadsheets
Starting excel in win 8
The excel screen
Navigating within a worksheet
Workbook views
Working with help
Working with excel
Working with the office clipboard
Entering information into excel
Creating a new workbook
Entering information

Auto complete & auto fill
Pick from drop-down list Auto fill options
Save as new name/workbook
Editing and deleting data
Working with blocks
Adjusting column width
Adjusting row height
Formulas and functions
The sum function
The auto sum feature
Changing fonts & point size

TOC Continue...

Cell borders and colors	Defining print titles
Customizing cell formats	Scaling the document
Aligning cell data	Sheet options
Indenting text	Accessing the page setup dialog box
Rotating text	Customizing headers/footers
Wrapping text within a cell	Sheet printout options
Formatting numbers	Printing your worksheet
Inserting and deleting a row/column	Closing a document
Using cell styles	Formatting cells
Using the format painter	Applying attributes
Creating a chart	Applying design
chart objects	Moving the chart
Accessing other functions	Selecting chart objects
Working with insert (built-in) functions	Sizing the chart
Formulas and mathematical rules	Editing the chart
Creating a custom formula	Printing the chart
Spell checking the worksheet	Applying text attributes to chart objects
Saving your workbook	Changing the font of chart objects
Previewing a workbook before printing	Changing font size
Modifying the page setup	Changing the font color
Changing margins	Applying numeric formats to
Changing the print area	Glossary of short cut keys
Setting/removing page breaks	
Applying a graphics background	

Working with common functions **OFFSITE, OUR VENUE**, prices from R 2595 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

- EXCEL
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- OUTLOOK
- ACCESS
- PROJECT
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- MEETING PROTOCOLS
- TELEPHONE SKILLS
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Learn to touch-type and be more accurate.

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

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

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
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