

Understanding MS Excel

OVERVIEW

Excel is a basic tool used exhaustively in corporate sector, and is very helpful in preparation of data trending. This programme is designed for those who want to work on Excel.

PROGRAMME DURATION

Ideal for 2-days (9:30 AM to 5:30 PM)

LEARNING OBJECTIVE

- Introduction to Excel 2010
- Working with Worksheets
- Formatting Worksheet Data
- Working with Graphs
- Working with data, tables & charts
- Working with Advanced features
- Customising Excel 2010
- Working with external data
- Automating workbooks
- Running and deleting Macros

