

ADVANCED MICROSOFT EXCEL

Overview

Who am I?

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Course Outline

- Editing and Formatting Technique
- Validation, Filtering and Consolidation Technique
- Plotting Graph
- Using Formula and Function
- Data Analysis and Problem Solving Technique
- External Data and Pivot Table
- Data Security and Mail Merge
- Macro and VBA

Where can you find the material?

- Workshop Notes and Exercises
 - <http://www.Peter-Lo.com/Teaching/AMA-Excel/>
- Microsoft Office Excel Main Page
 - <http://office.microsoft.com/excel>