

ADVANCED MICROSOFT EXCEL

Overview

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Who am I?

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Course Outline

Chapter 1	Editing and Formatting Technique
Chapter 2	Validation, Filtering and Consolidation Technique
Chapter 3	Plotting Graph
Chapter 4	Using Formula and Function
Chapter 5	Data Analysis and Problem Solving Technique
Chapter 6	Data Security and Mail Merge
Chapter 7	Macro and VBA

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Where can you find the material?

- Workshop Notes and Exercises
 - ▣ <http://www.peter-lo.com/Teaching/HHB-1208/>
- Microsoft Office Excel Main Page
 - ▣ <http://office.microsoft.com/excel>
- Microsoft DreamSpark
 - ▣ <http://www.dreamspark.com>

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