

# STAFF DEVELOPMENT: ADVANCED MICROSOFT EXCEL

## Overview

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## Who am I?

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Advanced Microsoft Excel @ Peter Lo 2017

## Course Outline

- Editing and Formatting Technique
- Validation, Filtering and Consolidation Technique
- Using Formula and Function
- Data Analysis and Problem Solving Technique

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## Where can you find the material?

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

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