

Microsoft Excel Expert- Part 1

Forms & Functions

Course Description

If you are experienced in Excel but need to start building more complex calculations and to build sequential operations, then join us for this advance Excel course to learn how to assemble complex operations simply one step at a time. Also learn to manage multiple sheets or multiple books and to apply protection, navigation and form controls.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Use advanced functions such as
 - Information
 - Lookup and reference
 - Conditional logic
 - Conditional summary
- Create, modify or remove a hyperlink
- Work with shared workbooks
- Add protection to workbooks and worksheets
- Consolidate data
- Create and run macros
- Add form controls

Course Prerequisites

The course assumes that students have completed the Excel Core course or have equivalent knowledge.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.

