

Excel Advanced (English)

In this class, you will	Learn how to work with data from multiple sources, to use a PivotTable, to create a chart and graphic, to use a macro, etc.
Topics	<p>1 Combining Data from Multiple Sources</p> <ul style="list-style-type: none"> Using Workbooks as Templates for Other Workbooks Linking to Data Other Worksheets and Workbooks Consolidating Multiple Sets of Data into a Single Workbook Grouping Multiple Sets of Data <p>2 Creating Dynamic Worksheets by Using PivotTables</p> <ul style="list-style-type: none"> Analyzing Data Dynamically by Using PivotTables Filtering, Showing, and Hiding PivotTable Data Editing PivotTables Formatting PivotTables Creating PivotTables from External Data <p>3 Creating Charts and Graphics</p> <ul style="list-style-type: none"> Creating Charts Customizing the Appearance of Charts Finding Trends in Your Data Summarizing Your Data by Using Sparklines Creating Dynamic Charts by Using PivotCharts Creating Diagrams by Using SmartArt Creating Shapes and Mathematical Equations <p>4 Automating Repetitive Tasks by Using Macros</p> <ul style="list-style-type: none"> Enabling and Examining Macros Crating and Modifying Macros Running Macros When a Button Is Clicked Running Macros When a Workbook Is Opened <p>5 Working with Other Microsoft Office Programs</p> <ul style="list-style-type: none"> Including Office Documents in Workbooks Storing Workbooks as Parts of Other Office Documents Creating Hyperlinks Creating Charts into Other Documents
Aimed at...	Those who have attended “Excel Level 1” class already, or Those who have equal experience or knowledge as above.