CenterPoint Solution, LLC

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MICROSOFT® EXCEL® - ADVANCED LEVEL 2007

Course Description:

In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel® by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel® data with other applications.

Who Should Take This Course:

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

Achieved Results:

You will automate some common Excel® tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel® data with other applications.

Course Outline:

- Increase productivity and improve efficiency by streamlining your workflow
- Collaborate with others using workbooks
- Audit worksheets
- Analyze data
- Work with multiple workbooks
- Import and export data
- Use Excel® with the web
- Structure workbooks with XML