Advanced Microsoft Excel Training

SKILLS TRAINING CENTRE 2019

Take your Microsoft Excel knowledge to a new level of mastery with our advanced two-day course. Ideal for users with intermediate Excel knowledge.

COURSE INFORMATION

2-day course fee: $300

Course times: 9:30 am – 3:30 pm

See our Course Schedule at **dcrs.ca/STC** for upcoming start dates and locations

REGISTER TODAY

Email your full name, phone number and email address to skillstraining@dcrs.ca

OUTCOMES

- ✓ Learn how to use VLOOKUP in Excel
- ✓ Create pivot tables and charts
- ✓ Learn to do conditional formats with built-in rules
- ✓ Use advanced functions (IF & AND formulas)
- ✓ Learn how to resolve formula errors
- ✓ Trace precedents and dependents
- ✓ Create, use, edit and manage macros
- ✓ Protect worksheets and workbooks

Learn more about all our Skills Training Centre courses

Contact us at **604-547-2010**, email **skillstraining@dcrs.ca** and visit our website at **dcrs.ca/STC**

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