



Microsoft
**Office
 Excel 2010
 Advanced**



Training Course Outline

- Pivot Tables
- Input Tables
- Charts
- Hyperlinks
- Linking & Embedding
- Importing Text Files
- Sorting and Filtering data
- Tracking and Reviewing Changes
- Scenarios
- Validating
- Auditing
- Macros
- Passwords & Security Issues



Duration 12 hours
Date 20th, 27th March, 3rd April 2014
 (weekday-Thursdays)
 30th March, 6th, 20th April, 2014
 (weekend-Sundays)
Time 1.30pm - 5.30pm
Course Fee Rs. 7,500 /-

Contact 0719 136 433



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Lingjun Ying



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