



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



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

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# Excel 2010 Advanced Microsoft Office Training

**J Elliott**



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