



REDCAR &
CLEVELAND
COLLEGE

Course Information

Excel Advanced 2007 **College Certificate**

Awarding Body Redcar & Cleveland College

Course Details

The course will cover:

If possible, these will be discussed before the training and a bespoke course will be created to meet organisation requirements.

Formulas and Functions

- If statements – including nested ifs, sumif & countif
- And round formulae
- Financial formulae (FV, PV)

Data Analysis

- Scenarios
- What if
- Pivot tables
- Data tables

Creating Charts

- Changing layouts
- Chart design
- Adding trendlines

Shorting Lists

- Using filters – including advanced searching
- Sorting – including custom sorts



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**ALL FEES ARE SUBJECT TO REVIEW
PLEASE REFER TO PART TIME PROSPECTUS**

FACTFILE	
Attendance	Part Time
Duration	1 day
Starting	20/01/2012
Location	Corporation Road
Timetable	Friday 09.00–16.00
Course Tutor	Sam Beel
Revision Date	December 2011
Division	Computing Information and Technology

For further information contact:

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