



Microsoft Excel with Pivot Tables – Advanced

Sunday, June 13: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Course Outline

Pre-requisite for this course: A basic knowledge of Microsoft Excel

<p>Functions and formulas</p> <ul style="list-style-type: none">• <i>Relative versus Absolute Reference</i>• <i>Array Formulas</i> <p>Pivot Tables and Pivot Charts</p> <ul style="list-style-type: none">• <i>Creating Pivot Tables</i>• <i>Modifying Pivot Table data</i>• <i>Formatting Pivot Tables</i>• <i>Filters and Slicers</i>• <i>Grouping Data</i>• <i>Pivot Charts</i>	<p>What-if Analysis</p> <ul style="list-style-type: none">• <i>Goal Seek</i>• <i>Scenarios</i>• <i>Data Tables</i>• <i>Solver</i> <p>Exporting and Importing</p> <ul style="list-style-type: none">• <i>Exporting and Importing Text Files</i>• <i>Exporting and Importing Data Files</i> <p>Miscellaneous</p> <ul style="list-style-type: none">• <i>Interface Customization</i>• <i>Data Validation</i>• <i>Introduction to Dashboards</i>
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Learn a basic level of Microsoft Excel online for free at:

<https://edu.gcfglobal.org/en/excel2016/>

Registration for this course with pre-payment is required:

<https://iicanada.org/form/microsoft-excel-advanced-pivot-tables-1>

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039