# epb | fosteringsuccess

## Computer Resource Centre: Calgary

### MICROSOFT EXCEL 2013 INTERMEDIAT & ADVANCE

**NEW DATE | May 31, 2015**

- ☑ Advanced functions and formulas
- ☑ Logical & conditional functions
  - Financial & text functions
  - Date and time functions
- ☑ Table Lookup Functions
- ☑ Advanced data management
  - Validating cell entries
  - Advanced filtering
  - Custom lists
- ☑ Advanced charting
  - Chart formatting
  - Graphical objects
- ☑ Pivot Tables and Pivot Charts
  - Formatting Pivot Tables & Charts
- ☑ Exporting and importing data & text
- ☑ Analytical tools
  - Goal seek
  - Scenarios
  - Solver

### INTRODUCTION TO MICROSOFT ACCESS 2013

**NEW DATE | June 14, 2015**

- ☑ Database Concepts
  - Basic and relational database
  - Tables, Records, Fields Keys and Indexes
- ☑ First Look at Access 2013
  - Understand the Ribbon and Contextual Tabs
  - Using and modifying tabs and view
  - Create and open an Access database
- ☑ Access Tables
  - Create and save a table
  - Add, delete fields and data and records
  - Apply rules to relationships
- ☑ Access Forms and Queries
  - Create open save delete and close Forms
  - Create & save a single/multiple table query
  - Apply filters, edit, run and delete a query
  - Sorting records
- ☑ Access Reports
  - Create and save a report,
  - Grouping data under a specific field
  - Define printing feature and options

---

ALL CLASSES WILL BE HELD 10:00 AM—4:00 PM COST $ 30.00 INCLUDES LIGHT LUNCH AT THE COUNCIL OFFICE:
AIRWAYS COMPLEX: SECOND FLOOR—2020 27 Ave NE . For more information and to register : epb.crc@gmail.com

**Zull Punjani** Vice Chair Computer Resource Centre 403-689-8584