



## Sunday February 28: MICROSOFT EXCEL 2016 ADVANCED LEVEL 3 WITH PIVOT TABLES

9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta, 12:00 Noon-06:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Full Day Information Session is \$10.00**

Participants will acquire Advanced knowledge on how to effectively use MS Excel 2013  
**Course Outline**

<p><b>Functions and formulas</b></p> <ul style="list-style-type: none"><li>• Relative versus absolute reference</li><li>• Logical functions</li><li>• Financial functions</li></ul> <p><b>Text functions</b></p> <ul style="list-style-type: none"><li>• Date and Time functions</li><li>• Table lookup functions</li></ul> <p><b>PivotTables and Pivot Charts</b></p> <ul style="list-style-type: none"><li>• Creating PivotTables</li><li>• Modifying PivotTable data</li><li>• Formatting PivotTables</li><li>• Slicers</li><li>• Pivot Charts</li><li>• PowerPivot</li></ul>	<p><b>Data management</b></p> <ul style="list-style-type: none"><li>• Validating cell entries</li><li>• Advanced filtering</li><li>• Sorting Data</li></ul> <p><b>Exporting and Importing</b></p> <ul style="list-style-type: none"><li>• Exporting and Importing Text files</li><li>• Exporting and Importing Data files</li></ul> <p><b>Analytical Tools</b></p> <ul style="list-style-type: none"><li>• Goal Seek</li><li>• Scenarios</li><li>• Data Tables</li></ul>
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**Pre-Requirement for this course: Basic Knowledge of Microsoft Excel**

**Please learn Microsoft Excel Basic on line free class at**

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

**Advanced Registration with Pre-Payment Required. Click on this link to Register**

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

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)  
Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit the digital AI-Akbhar for more information\*\***