

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 chartingChart formattingGraphical objects
- ✓ Pivot Tables and Pivot Charts Formatting Pivot Tables & Charts
- ☑ Exporting and importing data & text
- ✓ Analytical toolsGoal seekScenariosSolver

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