

Learn what you need in Microsoft *Excel*

Ong Training offers 6 days of training in Excel. In response to feedback, we have structured two new courses, to make it easier for you to learn the topics you need.

Develop your own Spreadsheets

Do you have some knowledge of Excel and want to start developing your own spreadsheets?

If the answer is yes, then the Spreadsheet Builder course is for you. It covers many topics, some of which are:-

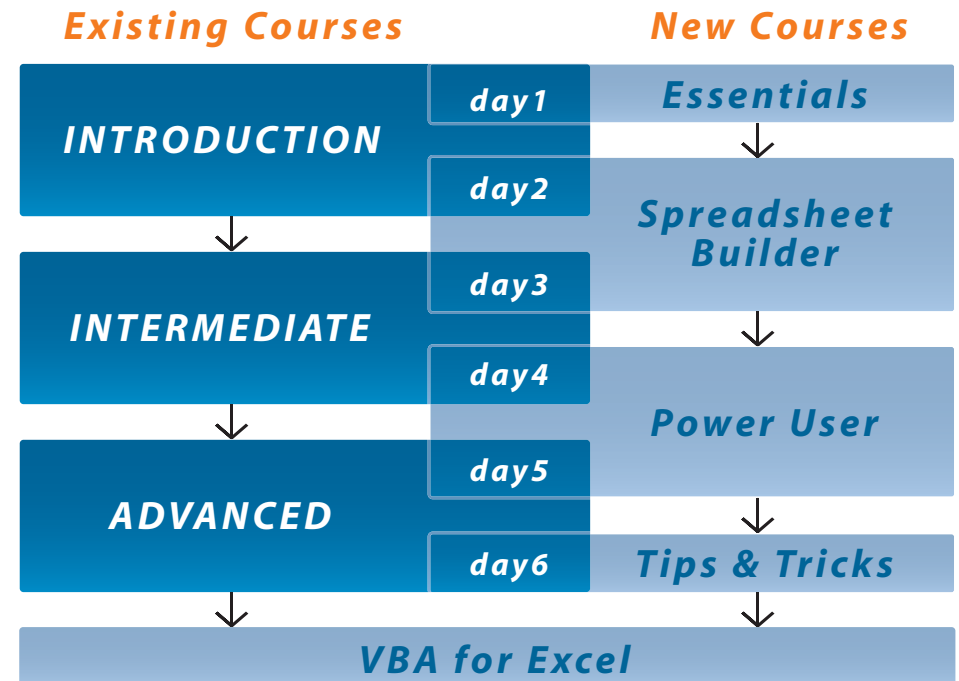
- Formulas and Functions (IF, vlookups, SUM)
- Absolute & Mixed Cell Referencing (\$A\$1)
- Sorting, Filtering, Graphing and charts

Become a Power User

This course is for the skilled Excel user that wishes to build more complex applications and enhance these by:

- Creating Templates, Forms, Macros, Combo Boxes, List Boxes and Menus
- Automating Forms with Recorded Macros
- Manipulating the Visual Basic code generated by Recorded Macros

Also included; Linking Workbooks, Data Consolidation, Data Analysis, Scenarios Manager (What if?), Auditing and more.



If you would like to cover just a few topics, it is possible to book individual days. We have course outlines for each day, so feel free to ask for more information.

To find out more, ask at reception to speak with an account manager.