

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

4 MAGNETIC CHARGER KEEP-OUT
DO NOT OBSTRUCT
THE CHARGING PAD

6 HEART RATE SENSOR
KEEP-OUT
NO THICKING
BEYOND FIELD
IN WATCH
DIRECTION

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MICROSOFT EXCEL ADVANCED

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MICROSOFT COURSES

Excel Advanced

Requirements: A strong Excel foundation with experience in formulas, functions and absolute references, who have preferably attended the Excel 2016 Fundamentals course and had a chance to work with and understand all concepts covered at that level

Duration: 2 Days (Available Upon Request)

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

This course covers the most commonly used functions across the function categories, teaches users how to work with macros and PivotTables, perform what-if analyses and share data with other Microsoft application.

The course consists of 2 days in-class where we cover the following but is not limited to:

1. Advanced Functions

- Function basics
- Defined names refresher
- Relative and absolute cell references refresher
- Statistical functions
- Financial functions
- Logical functions
- Conditional calculations
- Lookup functions
- Text functions
- Information functions
- Date functions
- Nested functions

2. Working with Macros

- About macros
- Record a macro
- Run a macro
- Assign a macro to a shape
- Assign a macro to the Quick Access toolbar
- Step into a macro
- Edit a macro
- Delete a macro

3. Working with PivotTables

- About PivotTables
- Insert a PivotTable
- Group fields by other fields
- Change the report layout
- Hide and show grand totals
- Hide and show SubTotals
- PivotTable Values
- Format a PivotTable
- Change number formats
- Refresh a PivotTable

4. What-If Analysis

- Data tables
- Goal Seek
- Scenario Manager

5. Sharing Data with other Applications

- Sharing information across Office applications
- Link or embed Excel ranges into other Office applications
- Export Excel charts into other Office applications
- Insert a linked presentation into Excel
- Export Excel data to a text file
- Import a text file into Excel

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