



Microsoft Excel 2007 Charts and PivotTables

Course Fee: \$129 + GST

Course Duration: 3 hrs

Course Objective

The objective of this course is to increase your knowledge in two specific areas of Excel, Charts and PivotTables. Upon successful completion of this course, you should be able to:

- Create charts from an Excel spreadsheet.
- Format and customize charts.
- Create a PivotTable from Excel data.
- Format and customize the PivotTable.
- Create a PivotChart Report

Prerequisites

The material in this class assumes that you have completed Microsoft Excel Foundations and have a good working knowledge of Microsoft Windows. It is not a suitable introduction for people who have little or no experience with Excel.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.
