



Success Skills

Training Centre 12th Floor, 330 Portage Avenue Winnipeg Manitoba R3C 0C4 Phone: 204-975-5111

MICROSOFT EXCEL All About PivotTables and Charts

Microsoft Excel is a powerful tool that can help businesses and people capture and retrieve data quickly and easily. This is a hands-on course that incorporates step-by-step learning activities to help participants gain confidence with Microsoft Excel PivotTables and Charts. Topics include understanding Data Sources for PivotTables and knowing and using PivotCharts, PivotTables tools, tips and shortcuts. Using Excel collaboratively and working in the Cloud.

Who Should Enroll?

- *People in Accounting Professions*
- *People in Data Analysis Professions*
- *People in Business Intelligence Professions*
- *People in Management Professions*

Prerequisite: None

Duration: 1 Saturday

Date: June 3rd, 2017

Time: 9:00 a.m. – 4:00 pm.

Course Format:

Instructor Lead	\$ 75
-----------------	-------

Course outline will be available on request.

We accept credit cards and cash.