



# TRAINING WITHIN REACH

## Excelling in MS Excel (MS Excel Tricks that will Boost your Productivity)

### OVERVIEW

Use of MS Office is present in almost companies around the world. Knowing how to use functions, short cut keys, macros, and formulas will help both the employee and the company in terms of productivity. This is a hands on training with exercises to ensure that all the topics to be discussed will be applied in the company setting.

### OBJECTIVES

Upon completion of the module the participants will be able to:

- Know the MS Excel techniques and formulas that will increase productivity
- Apply learnings in real life setting
- Create simple macros for routine functions.

### COURSE OUTLINE

- Helpful Short Cut Keys
- Text to Columns
- Selecting/Deleting Multiple Blank Cells
- Formatting Cells
- Entering Dates & Times
- Conditional Formatting
- Spell Check
- Naming Individual or range cells
- Using named cells/ranges in formulae
- Hyperlinks
- Applying Validation Rules
- Inserting Comments

- Customising a Fill Series
- Using the Fill Series Command
- Filtering Data
- Using the DAY(),MONTH(),YEAR() functions
- Rounding Numbers
- ISNA AND ISERROR FUNCTIONS
- Nested If
- And
- Or
- Not
- Lower
- Mid
- Proper
- Right
- Upper
- Left
- Len
- Concatenation
- Adding Subtotal
- Vertical Lookup
- Horizontal Lookup
- Pivot Table
- Set A Password To Open A Worksheet
- Set A Password To Modify A Worksheet
- Protect And Unprotect The Workbook Structure
- Protect And Unprotect The Worksheet
- Recording Macros
- Using Visual Basic Editor

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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