

# Zigma Consulting®

## **Microsoft Excel Training: Intermediate Level Workshop**

### **Objective:**

By the end of this course the participants will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features.

### **Course Topics:**

#### **Functions**

- Functions types
- How to use the most frequent functions
- Relative Cells and Absolute Cells
- Reference to Absolute Cells

#### **Most Frequent Functions**

- Understanding functions
- Summing non-contiguous ranges
- Calculating an average
- Maximum and minimum functions
- Common error messages

#### **Chart**

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart

- Working With An Embedded Chart
- Resizing The Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing the Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart
- Understanding chart layout elements
- Adding a chart title
- Adding axes titles
- Positioning the legend
- Showing data labels
- Showing a data table
- Modifying the axes
- Showing gridlines
- Formatting the plot area
- Showing the plot area
- Adding a trendline
- Adding error bars
- Adding a text box to a chart
- Drawing shapes in a chart

### **Working with Tables & Data Tables**

- Creating a table
- Inserting or deleting table records
- Removing duplicates
- Modifying a table
- Sorting data in a table
- Filtering data in a table
- Adding and removing table columns
- Naming tables
- Resizing tables
- Playing with table styles
- Converting a table to a range
- Deleting a table

### **Data**

- Understanding filtering
- Applying and using a filter
- Clearing a filter
- Creating compound filters
- Multiple value filters
- Creating custom filters
- Using wildcards

## **Duration:**

6 hours

## **Date:**

From September 20th to  
September 21st of 2019

## **Schedule:**

Friday from 3:00 p.m. to 9:00 p.m. and Saturday from 8:00 a.m.  
to 2:00 p.m.

## **Location:**

Nogales, Arizona.

## **Sign Up Process:**

- Click the link below and fill out the form

[www.zigmaconsulting.com/programs/424/sign-up](http://www.zigmaconsulting.com/programs/424/sign-up)

- It is important to make your payment on time and provide your complete fiscal data. Your invoice will be generated in the first 7 business days after the date your payment is made. Your registration process will be confirmed once we receive via email your proof of payment. ([cvaldes@zigmaconsulting.com](mailto:cvaldes@zigmaconsulting.com))

## **Forms of Payment:**

**Bank transfers** or **check deposit** using the following data:

- **Name:** Brenda Sofía Chávez Mézquita, (Partner, Zigma Consulting)
- **Bank:** Banorte
- **Account Number:** 0685766565
- **Interbank CLABE:** 072 760 00685766565 6

Further Information:

Carlos Valdes

CEO, Zigma Consulting

[cvaldes@zigmaconsulting.com](mailto:cvaldes@zigmaconsulting.com)

Telephone +(52) 662 208 2849

Mobile +(52) 1 662 222 7865

[www.zigmaconsulting.com](http://www.zigmaconsulting.com)