



Microsoft Excel Training: Intermediate Level Workshop

Objetivo:

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.

Temario:

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

Duración:

6 hours

Fecha:

Del 20 de septiembre al
21 de septiembre del 2019

Horarios:

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

Lugar:

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Nogales, Arizona.

Notas Importantes

If the same company, organization or institution enrolls 3 participants in one specific workshop, a fourth participant could enroll in the same course at no cost.

Proceso de Inscripción:

- Dar click en el link y llenar la solicitud

www.zigmaconsulting.com/programas/424/inscripcion

- Es importante efectuar sus pagos en tiempo y forma, y proporcionar sus datos fiscales completos. Su factura se generará en los primeros 7 días hábiles posteriores a la fecha en que ingrese su pago a nuestra cuenta bancaria (cvaldes@zigmaconsulting.com).

- Su proceso de inscripción queda confirmado una vez que recibamos vía correo electrónico su comprobante de pago en cualquiera de las opciones seleccionadas.

Formas de Pago:

Realizar **únicamente transferencias bancarias** o depósito con **cheque** utilizando los siguientes datos:

- **Nombre:** Brenda Sofía Chávez Mézquita, (Socio, Zigma Consulting)
- **Banco:** Banorte
- **Número de Cuenta:** 0685766565
- **CLABE:** 072 760 00685766565 6

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