



Microsoft Office Excel 2011 for Mac Training



From doing basic calculations, creating charted reports to building automated functions.

Excel will provide you not only with the proper structure but allow you to easily create and automated workflows which can be understood whether you are on any skill level of the application.

Prerequisite: Candidate must have a basic understanding of the Mac OS X.

Duration: 4 Hours.

- **Understanding the interface**
 - Toolbar, menu-bars and buttons layout
 - Functionality of the ribbon
 - Setting preferences (tips)
 - Using help menus & functions
- **Files management**
 - Creating/saving/opening files
 - Setting file properties
 - Creating & managing templates
 - Working over multiple versions
- **Working with cells and cell-data**
 - Functions in choosing cells
 - Copy & pasting cell data
 - Using Autofill
 - Inserting symbols and special characters
 - Freezing rows and columns
- **Functions & formulas**
 - Difference between formulas and functions
 - Relative values vs absolute values
 - Using formula builder
 - Copy & pasting formulas
 - Summarizing using if and Sumif
 - Using Vlookup and Hlookup
- **Working with charts**
 - Creating bar & column charts
 - Changing charts types and layout
 - Managing axes and numbering
- **Working with external data**
 - Importing data from .csv or text file
 - Using hyperlinks
 - Linking to an excel chart from another Office program
- **Exploring PivotTable reports**
 - Introducing PivotTable reports
 - Creating a PivotTable report
 - Pivoting a PivotTable
 - Managing subtotals & grand totals
 - Applying Pivot styles