



www.compvisions.com
16 Corporate Woods Blvd.
Albany, NY 12211

Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Microsoft Excel: Level 3

Description:

Microsoft Excel has lots of time-saving tools. Do you know how to make the most of them? The modules in the course will show you how! This advanced course covers a wide range of topics, including advanced formula tasks, working with named ranges, using advanced functions, resolving formula errors, managing data, outlining and grouping data, working with scenarios, using Solver, the Analysis ToolPak, PivotTable features, using PowerPivot, and developing macros.

Course Outline:

Unit 1: Advanced functions and formulas

Topic A: Logical Functions

Topic B: Conditional functions

Topic C: Financial functions

Topic D: Text functions

Topic E: Date and time functions

Topic F: Array formulas

Topic G: Calculation options

Unit 2: Lookups and Data Tables

Topic A: Using lookup functions

Topic B: Creating data tables

Unit 3: Advanced Data Management

Topic A: Validating cell entries

Topic B: Advanced filtering

Unit 4: Advanced Charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical objects

Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Modifying PivotTable data

Topic C: Formatting PivotTables

Topic D: Using PivotCharts

Topic E: PowerPivot

Unit 6: Exporting and Importing Data

Topic A: Exporting and importing text files

Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.

Unit 7: Analytical Tools

Topic A: Goal Seek

Topic B: Scenarios

Topic C: Instant data analysis

Unit 8: Macros and Visual Basic

Topic A: Running and recording a macro

Topic B: Working with VBA code

Unit 9: Accessibility and Language Features

Topic A: Accessibility considerations

Topic B: Internationalization