

Department of Clinical Education presents

Advanced Excel

Course Description

Microsoft Excel is a spreadsheet software program that allows you to make quick and accurate numerical calculations. Excel provides the tools to create financial reports, statistical analysis and to manage investment portfolios. This class will be taught in 2 sessions, Part 1 and Part 2. Part 1 will concentrate on Data Management and Part 2 will focus on advanced formulas.

Course Objectives

Upon successful completion of the course, the participants should be able to:

Part 1

- Use Named Ranges in Workbooks.
- Advanced sorting and filtering techniques.
- Retrieve Data with Advanced Subtotals.
- Use Data outlining.
- Analyze Data with Pivot Tables.

Part 2

- Using Advanced Logic Functions.
- Manage data in multiple worksheets.
- Use Lookups to retrieve data.
- Data Validation and Auditing Features
- Automating Routine Tasks with Macros

Prerequisites

Participants should have taken Intermediate Excel or have a strong knowledge of spreadsheets and the Windows environment. Some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator
Times & Dates

- **Part 1** March 10, 2010 8:30 am - 12: 00 pm
- **Part 2** March 17, 2010 8:30 am - 12: 00 pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Advanced Excel – March 10, March 17, 2010

Please indicate whether you are interested in Part 1 Part 2 Both Sessions

Name: _____ License #: _____

Address: _____ Organization: _____

City/State/Zip: _____ Position/Unit: _____

Home Phone: _____ Work Phone: _____