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# MS Excel Foundation2 – Databases & Charts (1022)

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**Duration:** 1 Day

**Membership:** This course is intended for delegates with little or no experience with MS Excel or those who feel that formal training with the basics of the application would be advantageous. The course is designed as an introduction to the key database and charting features of MS Excel and aiMS to provide greater appreciation of the capabilities of the application.

**Objectives:** On completion of this course delegates will be able:

- To sort, subtotal, and extract specific information from Lists of data
- To create charts from existing data
- To perform more advanced charting functions
- To use graphics to enhance the presentation of worksheets and charts with or without the use of the course notes.

**Structure:** Each course will consist of 4 sessions divided into modules of work.

**Content:**

- Sorting
- Auto-filter
- Advanced filter
- Data form
- Charts sheets
- Embedded charts
- Graphics

**Pre-requisites:** Delegates should be confident with the skills covered in our PC Skills (2011) and MS Excel Foundation1 (1021) courses

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