



ICP is pleased to offer a training course entitled:

ADVANCED MS-EXCEL

Objectives:

Introduce advanced features of MS-Excel and teach participants how to efficiently work on multiple sheets and to use several advanced features of the software to manage large amount of data, automate Excel sheets to handle users interactions more cleverly and quickly create summary reports to represent information in various forms.

Topics:

- General Excel Review
 - Absolute Cell Reference
 - IF Function and Nested IF Statement
 - Vertical and Horizontal Lookup
 - Conditional Formatting
 - Subtotals
 - Data Validation
 - Paste Special
 - Pivot Table
 - Goal Seek
 - Security: Cell, Sheet, File Protection
 - Link Sheets, Sheets Commands, 3D Ref.
 - Hyperlinks
 - Date Calculations
 - Formula Auditing
 - Scenarios
 - Macros
 - T-Account Example
 - Data Import from Text Files
 - Customize Toolbars
- **Place:** Bethlehem University-Lab D113
 - **Instructor:** Mr. Johnny Bassous

Duration:

The training will start on **Monday, August 07th, 2017** for **20** hours (8 sessions) according to the following schedule:

Date	Day	Time	Room
07/8/2017	Monday	4:00-6:30	D113
11/8/2017	Friday	4:00-6:30	D113
14/8/2017	Monday	4:00-6:30	D113
18/8/2017	Friday	4:00-6:30	D113
21/8/2017	Monday	4:00-6:30	D113
25/8/2017	Friday	4:00-6:30	D113
28/8/2017	Monday	4:00-6:30	D113
31/8/2017	Thursday	4:00-6:30	D113

Course fee: **NIS 400** per participant, to be paid upon registration, which covers training materials and Certificate of Completion that will be granted to participants at the end of the course.

For Registration: the participant has to fill in the attached *Application for Admission* and submit it to the ICP by **August 04th, 2017** at the latest.