



Working Smart with Excel 如何使用 Excel 提高你的工作效率

目标与内容 Objectives and Content

Learning the Efficiency Tips for Excel
Working with Excel Charts
Working with Common Excel Functions
Working with Excel's Data Manage Tools
Understanding the Basics of Excel Macros

学习 Excel 中让你事半功倍的小技巧
学会制作 Excel 图表
学会应用 Excel 常用函数
学习 Excel 的数据管理功能
初步了解 Excel 的宏

参加对象 Target Group

This course is designed for staff from the department of administrative services, marketing, HR, consumer service, engineering, secretarial and other departments, who want to improve their Excel skills.

行政、市场、HR、财务、客服、技术、文秘等部门需要提升 Excel 应用水平的职业人士。

日期 Schedule

March 19-20,
June 19-20,
September 20-21,
December 13-14,
2018

价格 Price

Members:
RMB 1600
Non-members:
RMB 1800

Fee includes lectures, course materials and lunch.

包括会务, 资料费, 午餐费。

语言 Language

Chinese 中文

大纲 Outline

- Using Validation to Reduce Input Errors
- Using Conditional Formatting in Worksheets
- Creating Charts
- Types of Cell References and Their Applications
- Range Searching and Formula Auditing
- Introducing Workbooks and Opening Multiple Windows in a Workbook
- Using Sorting, Filtering and Subtotals
- Analysing Data by Using PivotTable
- Consolidating Data from Multiple Worksheets
- Protecting Worksheets and Workbooks
- Importing or Exporting Data from another document
- Recording and Running a Simple Macro
- 有效性设置减少数据录入错误
- 条件格式在工作表中的应用
- 数据图表的制作
- 单元格地址的引用类型及应用
- 区域查找与公式审核
- 工作簿与窗口操作
- 常用函数应用技巧
- 对数据进行排序、筛选和分类汇总
- 使用数据透视表分析数据
- 工作表和工作簿的保护
- 与其他文件间的数据导入和导出
- 记录和运行简单的宏

培训顾问 Trainers

The VenusTrain Instructor Team:

VenusTrain, established in 1993, is dedicated to providing target-oriented computer training services to many multinational enterprises, such as Siemens, GM, Volkswagen, Dell, Roche, etc.

The instructors of VenusTrain are not only experts in computer technology, but, most importantly, they are also good at communicating and willing to share their knowledge with trainees. They pay close attention to improve trainee's ability of applying computer skills to practical work.

The instructors have benefited many clients and, therefore, they have been popularly recognised and trusted.