



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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MS Office 2013

STUDY LANGUAGE: English

MS Excel 2013: Advanced

The course MS Excel 2013: Advanced is focused mainly on the creation of charts and automation of the work in the program by using macros. Besides these main topics, you will also examine the insertion of various graphical elements into worksheets, such as shapes or SmartArt graphics. You will learn to prepare a table or the entire worksheet before printing and you will familiarise yourself with the options of protecting and sharing the workbook content. You will further familiarise yourself with the usage of macros, including their creation and editing and you will also examine the options of macro security.

List of lessons

- Sparklines
- Charts creation
- Chart design
- Chart formatting
- Screenshots and screen clipping
- Shapes
- SmartArt
- Themes
- Proofing tools
- Tracking changes
- Comments
- Managing multiple windows
- Splitting worksheets into panes
- Workbook views
- Header and footer
- Page setup
- Microsoft account
- File properties
- Workbook protection
- Workbook inspection
- File AutoRecovery
- Using templates
- Compatibility issues
- Saving a workbook to the Web
- Introduction to macros
- Macro recording
- Macro editing
- Macro security
- Digitally signed macros

Application language

MS Excel 2013 - English version

Course content

Pre-assessment (optional)
29 lessons
Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

15 hours

Target audience

Office computer user





ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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