COLLEGE AFRICA GROUP

Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2010 Microsoft Publisher Advanced Course

This comprehensive Publisher Advanced 2010 Course builds on the grounding which was learnt in the Publisher Essentials and Intermediate 2010 courses. The Publisher Advanced 2010 course covers some of the most advanced features and functions of Publisher 2010.

This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2010 Publisher Advanced skills.

This course will prepare the delegate for more advanced Publisher 2010 courses. The delegate receives a Publisher Advanced 2010 manual and an electronic attendance certificate on completion of the Publisher Advanced 2010 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or emailsales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Finding & replacing data
PMT function
FV function
IF function
Creating a database
Absolute cell addressing
Using defined/range names
Working with dates
Working with tables
Creating an array
Linking files
Hiding columns
Group & outline
Freezing columns & rows
Working with comments
Working with templates
Protecting your data
Chart/Graphs

OFFSITE, OUR VENUE, prices from R 2195 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports.

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
(Excel Automation)

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
(MS Project)

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

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Click to Join our Loyalty

Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

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(Office Hours)
Website: www.collegeafricagroup.com
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