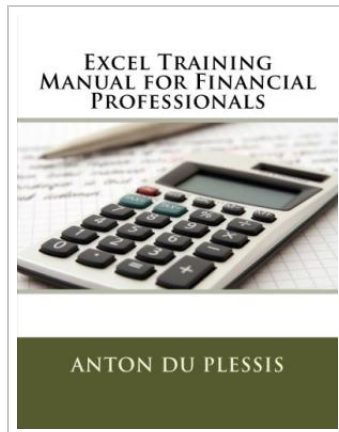




Excel Training Manual for Financial Professionals (Paperback)

By Scholar Researcher Anton Du Plessis

Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. This is an Excel training manual to be used either for instructor led classes or as a self-study guide. The audience for this book is mainly financial professionals. It can also be used by anyone wanting to increase their current Excel skills. This book assumes you are already using Excel frequently and have a good working knowledge of using the software as a starting point . The skills trained in this course are aimed at taking your existing skills and building and expanding on it. This course is not aimed at the beginner level. The skills taught in this course are generic Excel skills and you would be able to use this course in Excel 2010, 2013 or 2016. Some of the topics covered are: - Worksheet manipulations - Using the IF, AND and OR functions - VLOOKUP - Named Ranges - Conditional Formatting - Formula auditing - Pivot Tables - Text Functions - Data sorting - Sub-totalling - Auto filters - Charts - Data validation - Goal seek - Keyboard Shortcuts.



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