



## MURRAY HOUSE RESOURCE CENTRE

REGISTERED TRAINING ORGANISATION #2068

### EXCEL FUNCTIONS

## UTILISING WINDOWS 10 – MICROSOFT OFFICE SUITE 2013

This *Microsoft Excel* course will enable you to extend your skills in the use of selected functions. This is an extensive one day course will be tailored to requirements. For a minimum of four people we will design a training session around the functions you choose.

Contact us to arrange your short course at your site or at Murray House.

**Time:** 9am—3pm

**Content may include, but is not limited to:**

- ❖ Lookup
- ❖ Vlookup
- ❖ Date & Time functions
- ❖ Conditional formatting
- ❖ IF statements
- ❖ Links
- ❖ Formulae
- ❖ Charts & Pivot Chart
- ❖ Pivot Table

WHY EXCEL?

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A SIMPLE ELECTRONIC  
SPREADSHEET  
APPLICATION USED FOR  
STORING, ORGANISING &  
MANIPULATING DATA

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SORT & FILTER DATA

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NETWORKDAYS  
WORKDAYS

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DASHBOARDS  
HYPERLINKS

MURRAY HOUSE  
RESOURCE CENTRE



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