

KLiC Advanced Excel

(KLiC Certificate in Advanced Excel)

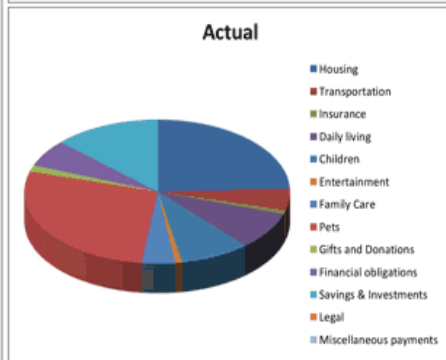
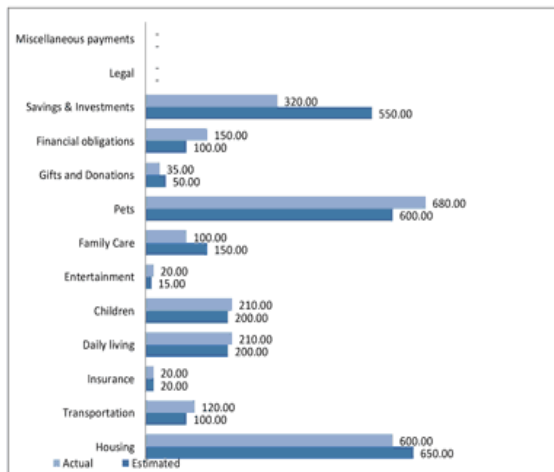
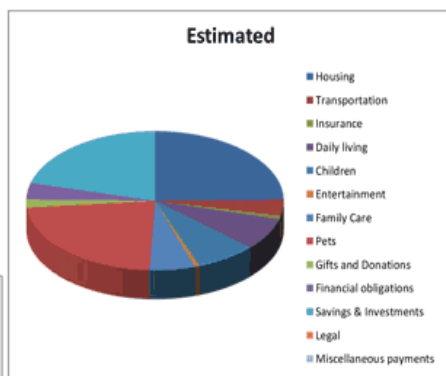
Advanced Excel




Skills: Apply Custom Data Formats, Use Advanced Fill Options, Apply Advanced Conditional Formatting and Filtering, Use Form Controls, Apply Custom Styles and Templates, Prepare Workbooks for Internationalization, Mathematical Functions, Look up data by using functions, Apply advanced date and time functions, Functions for Manipulating Text, Merge Scenarios, Create Scenarios, Use Area, Scatter & Stock Charts, Create Custom Chart Templates, Manage Workbook Versions, Copy Macros between Workbooks, Protect Workbooks for Sharing

Outputs: Event Expenses, Exam Record, Planner, to do List, Database, Monthly Budget, Agenda, Receipt, Inventory

	Estimated	% of TOTAL	Actual	% of TOTAL	Difference
Housing	650.00	24.7%	600.00	24.3%	50.00
Transportation	100.00	3.8%	120.00	4.9%	(20.00)
Insurance	20.00	0.8%	20.00	0.8%	-
Daily living	200.00	7.6%	210.00	8.5%	(10.00)
Children	200.00	7.6%	210.00	8.5%	(10.00)
Entertainment	15.00	0.6%	20.00	0.8%	(5.00)
Family Care	150.00	5.7%	100.00	4.1%	50.00
Pets	600.00	22.8%	680.00	27.6%	(80.00)
Gifts and Donations	50.00	1.9%	35.00	1.4%	15.00
Financial obligations	100.00	3.8%	150.00	6.1%	(50.00)
Savings & Investments	550.00	20.9%	320.00	13.0%	230.00
Legal	-	0.0%	-	0.0%	-
Miscellaneous payments	-	0.0%	-	0.0%	-
TOTAL	2,635.00		2,465.00		170.00



Event Expense sheet



Sr.N	Blood Grot	Donor's Name	Ag	Locality	Address
1	AB+	Krein Zeller	39	Sandisfield	Sandisfield , Ma 01255
2	O-	john Squer	23	California Downs	455 Regal street ,California Downs, CA 02020
3	B+	Tony Clark	25	London	Eastern Road, A11PT, London , United Kingdom
4	A-	Mark johnson	45	Sweden	301, williams Road , 64225, Mains Sweden
5	O+	Milk Bell	31	California	PO BOX 8196 , Santa Rosa , CA 95407
6	AB-	Andrew Brown	28	Charleston	Woodvale Drive , charleston, WV 25314
7	O+	Bob Clark	33	California	Costa Mesa, CA 95625
8	A-	Dan Fox	39	California	154 stonecliffe Aisle , Irvine ,CA 92612
9	B-	Kevin Richard	29	Sweden	51213, Smith rost 91191, sweden
10	AB+	Sandy Radom	50	Tucson	9941 N. Placita papalote, Tucson, AZ 85737
11	AB+	Cindie Dillion	45	Tucson	N. Oracle Road , Tucson , AZ 85737
12	B+	Diane Watte	21	New York	19 west 34th Street , New york 10036
13	B-	Rita Salvatore	23	New York	312 W 48th Street , New york , NY 10036
14	AB+	Sally Dspain	23	Utah	East 3900 South, # 101 Salt Lake city , UT 84107
15	O-	Rose Southers	25	Utah	(740 west),Salt Lake City, UT 84123
16	A+	Devid Redick	25	Pennsylvania	196 Lincoln Avenue, Bellevue, PA 15202
17	O+	jaya Sarada	48	Pennsylvania	628 Twin ponds Road Breinigville , PA 18031
18	B+	Sue Lingle	23	Maine	109 Lincoln Avenue, Bellevue ,PA 15202
19	A+	Mack wastson	31	Washington	628 Twin ponds Road Breinigville , PA 18031
20	A+	Joyce Evans	31	New York	109 state street, Bangar , ME 04401
21	O-	Judy Alexy	32	Orcgon	Po BOX 24027 , Federal way , WA 98093
22	AB-	Joy Metcallf	48	AL- HL	1464 Manetto Hill Road , Suite 103, NY 11803
23	B+	Lani Nichols	23	Utah	5215 NE Elam Pkwy Hillsboro, OR 97124
24	O-	Laura widman	31	Utah	23260 Painter Avenue Port Charlotte , FL 33954
25	AB-	Evaline chan	28	Pennsylvania	70725 S. carter circle , west Jordan ,UT 84084
26	B+	Joy Grill	21	Maine	11 Mill street camden , ME 04843
27		Clinton Bine	39	Washington	PO BOX 840 , Granite Falls , WA 98252

Database

Detailed Syllabus:

KLIC Advanced Excel

Apply Custom Formats and Layouts

- Apply Custom Data Formats
- Use Advanced Fill Options
- Apply Advanced Conditional Formatting and Filtering
- Apply Custom Styles and Templates
- Use Form Controls
- Prepare Workbooks for Internationalization
- Use Outlines
- Use Custom Views

Create advanced formulas

- Functions
- Apply functions in formulas
- Mathematical Functions
- Financial functions
- Useful Data Functions
- Some Other Useful Functions

- Look up data by using functions
- Apply advanced date and time functions
- Functions for Manipulating Text
- Arrays

Use Scenarios

- Use What-If Analysis Tools
- Create Scenarios
- Merge Scenarios
- Create Scenario Summaries
- Use Data Tables

Create Advanced Charts

- Basic Excel Charts
- Use Area, Scatter & Stock Charts
- Use Surface, Radar & Combination Charts
- Create Custom Chart Templates
- Work with Sparkline's

Pivot tables & charts

- PivotTables
- Use Pivot Charts

Manage and Share Workbooks

- Manage Workbook Versions
- Copy Styles between Workbooks
- Copy Macros between Workbooks
- Use Track Changes and Comments
- Merge Workbooks
- Protect Workbooks for Sharing
- Connect To External Data