



	A	B	C	D	E	F
1	BRAND	MODEL	MINIVAN	WAGON	PICKUP	AUTOMATE
2	TOYOTA	Prius	0	0	0	0
3	HONDA	Civic Hybrid	0	0	0	0
4	HONDA	Civic Hybrid	0	0	0	0
5	HONDA	Civic Hybrid	0	0	0	0
6	HONDA	Civic Hybrid	0	0	0	0
7	VOLKSWAGEN	Golf	0	0	0	0
8	VOLKSWAGEN	Jetta	0	0	0	0
9	VOLKSWAGEN	New Beetle	0	0	0	0
10	FORD	Escape HEV ZWD	0	0	0	0
11	HONDA	Civic	0	0	0	0
12	VOLKSWAGEN	Jetta Wagon	0	0	0	0
13	HONDA	Civic	0	0	0	0
14	TOYOTA	Echo	0	0	0	0
15	VOLKSWAGEN	Jetta	0	0	0	0



高級試算表應用課程

Advanced Excel Applications Course

課程簡介:

從會計導師們得知，大部份學員都只認為Excel做到的就只有編制圖表或列印簡單的報表。但其實這不過是Excel一小部份的功能! 此課程教授Excel的深層功能，使各學員工作時得心應手，事業更上層樓!

課程大綱:

1. Formulas and functions
2. Conditional formatting
3. Sorting data
4. Subtotaling data
5. Filtering data
6. Using data tables
7. Using scenario manager
8. Using goal seeking
9. Generating pivot tables
10. Protecting worksheet
11. Automate repetitive task to boot efficiency (macro programming)

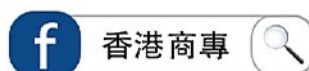
入學資格: 適合任何人士

學費: HK\$1,000 (15 小時)

證書: 凡學員出席率達75%，可獲香港商業專科學校頒發「聽講證書」，申請聽講證書費HK\$50。



Hong Kong
School of Commerce
香港商業專科學校



查詢熱線: 2730 5653
www.hksc.edu.hk