

Ms Office Sử Dụng Excel 2012 Chuyên Nghiệp



Microsoft Excel là một phần mềm xử lý bảng tính trong môi trường Windows. Microsoft Excel giúp người dùng dễ dàng hơn trong việc thiết lập bảng tính đi từ các đặc tính cơ bản đến nâng cao như các bảng thống kê, quyết toán giúp bạn dễ phân tích, quản lý và đưa ra quyết định chính xác, hiệu quả và linh hoạt hơn.



NỘI DUNG CHƯƠNG TRÌNH ĐÀO TẠO

- Level 1: Excel Basic
- Level 2: Excel Intermediate
- Level 3: Excel Advanced

Mục tiêu đào tạo

- Trang bị các kiến thức cần thiết từ căn bản đến các tính năng nâng cao
- Nâng cao kỹ năng sử dụng phần mềm xử lý văn bản
- Có khả năng tạo một cách thành thạo các văn bản, báo cáo, thư từ, bản ghi nhớ
- Nâng cao các kỹ năng làm việc sử dụng công nghệ hiệu quả.
- Hỗ trợ quản trị hồ sơ một cách hiệu quả hơn

Sự khác biệt về phương pháp đào tạo tại Infochief

- Phương pháp giảng dạy Coaching dựa trên các mô hình quản lý thực tế
- Đào tạo thực hành sát nhất với chuyên môn của từng vị trí
- 70% là thực hành kỹ năng thực tế môi trường công việc hàng ngày
- Đảm bảo chuẩn đầu ra là hiểu và làm được việc
- Ưu tiên giới thiệu nhân sự cấp cao cho một số tập đoàn đối tác với chúng tôi

Phương pháp giảng dạy

- Chuyên gia sử dụng các phương pháp đào tạo sau đây để chuyển tải nội dung khóa học:
 - i. Thảo luận mở (Open discussion)
 - ii. Nghiên cứu tình huống (Case study)
 - iii. Bài tập tự đánh giá (Self-assessment)
 - iv. Thuyết giảng ngắn để tải thực tế (Mini-lecture)

Đối tượng học viên

- i. Học sinh, sinh viên mới ra trường cần trang bị các kiến thức, kỹ năng chuẩn bị đi làm
- ii. Nhân viên văn phòng
- iii. Nhân viên làm việc kế toán
- iv. Nhân viên xử lý số liệu
- v. Những cá nhân muốn sử dụng Excel chuyên nghiệp hỗ trợ cho công việc hàng ngày của mình.

Tài liệu học

- i. Tài liệu Microsoft Excel lưu hành nội bộ (Tiếng Anh).
- ii. Tài liệu bài tập thực hành

Đăng Ký Khóa Học
để đăng ký hay muốn biết thêm thông tin xin vui lòng liên hệ
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ĐỀ CƯƠNG KHOÁ HỌC MICROSOFT EXCEL 2012 - LEVEL 1 (Introduction)

Unit 1 : Getting started

- Spreadsheet terminology
 - Discussing spreadsheet basics
- The Excel environment
 - Examining Excel window components
- Getting help
 - Getting help with using Excel
- Navigating a worksheet
 - Navigating a worksheet

Unit 2 : Entering and editing data

- Entering and editing text and values
 - Entering text and values
 - Editing cell contents
 - Using AutoFill to fill a series
- Entering and editing formulas
 - Creating a basic formula
 - Entering cell references with the mouse
 - Editing a formula
 - Working with the order of operations
- Working with pictures
 - Inserting and modifying a picture
- Saving and updating workbooks
 - Saving a new workbook
 - Saving a file as an Excel 97-2003 workbook
 - Saving a worksheet as a PDF file
 - Editing and updating a workbook

Unit 3 : Modifying a worksheet

- Moving and copying data
 - Moving data in a worksheet
 - Copying data in a worksheet
 - Moving and copying data by using drag-and-drop
 - Using the Clipboard task pane
 - Moving and copying formulas
 - Copying a formula
 - Using AutoFill to copy a formula
 - Using Paste Link
- Absolute and relative references
 - Observing the limitations of relative references
 - Applying absolute references
- Inserting and deleting ranges, rows, and columns
 - Inserting a range of cells
 - Inserting rows
 - Deleting a range of cells

Unit 4 : Using functions

- Entering functions
 - Entering a SUM function
 - Using the mouse to enter a function argument
 - Entering a function in the formula bar
 - Inserting a function
- AutoSum
 - Using AutoSum
- Other common functions
 - Using AVERAGE
 - Using MIN
 - Using MAX
 - Using COUNT and COUNTA

Unit 5 : Formatting

- Text formatting
 - Formatting text
 - Formatting a non-contiguous range
 - Using the Format Cells dialog box to format text
- Row and column formatting
 - Changing column width and row height
 - Applying color to a row
 - Setting alignment
 - Applying borders to cell ranges
 - Using the border-drawing pencil
 - Using the Paste Special command
 - Removing a border
- Number formatting
 - Using the Number group to format numbers
 - Exploring the Number tab
- Conditional formatting
 - Creating a conditional format
 - Editing and deleting a conditional format
- Additional formatting options
 - Copying formats
 - Using AutoFill to copy formatting
 - Applying cell styles
 - Applying table styles and sorting data

Unit 6 : Printing

- Preparing to print
 - Checking spelling in a worksheet
 - Finding and replacing text
- Page Setup options
 - Setting page orientation and scaling
 - Adjusting margins
 - Creating headers and footers
 - Formatting headers and footers
 - Printing gridlines and headings
- Printing worksheets
 - Printing a selected range

Unit 7 : Charts

- Chart basics
 - Creating a chart
 - Moving a chart within a workbook
 - Examining chart elements
 - Creating and editing a pie chart
- Formatting charts
 - Applying chart types and chart styles
 - Modifying chart elements

Unit 8 : Managing large workbooks

- Viewing large worksheets
 - Locking rows and columns
 - Opening and arranging new windows
 - Splitting a worksheet into panes
 - Hiding and unhiding columns and worksheets
- Minimizing the Ribbon
- Printing large worksheets
 - Setting print titles
 - Adjusting page breaks
 - Inserting different even and odd headers
- Working with multiple worksheets
 - Navigating between worksheets
 - Naming worksheets and coloring tabs
 - Working with multiple worksheets
 - Previewing and printing multiple worksheets

Unit 9 : Graphics and screenshots

- Conditional formatting with graphics
 - Creating data bars
 - Using color scales
 - Creating icon sets
- SmartArt graphics
 - Inserting a SmartArt graphic
 - Modifying a SmartArt graphic
- Screenshots
 - Inserting a screenshot
 - Modifying a screenshot

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ĐỀ CƯƠNG KHOÁ HỌC MICROSOFT EXCEL 2012 - LEVEL 2 (Intermediate)

Unit 1 : Using multiple worksheets and workbooks

- Using multiple workbooks
 - Switching between workbooks
 - Copying a worksheet to another workbook
- Linking worksheets with 3-D formulas
 - Creating 3-D formulas
 - Adding a Watch window
- Linking workbooks
 - Examining external links in a worksheet
 - Creating external links in a worksheet
 - Editing links
- Managing workbooks
 - Creating a workspace

Unit 5 : Tables

- Sorting and filtering data
 - Examining the structure of data
 - Sorting data
 - Filtering data by using AutoFilter
 - Using cell color and attributes to sort and filter data
- Advanced filtering
 - Using Custom AutoFilter criteria
 - Using the Advanced Filter dialog box
 - Copying filtered results to another range
- Working with tables
 - Creating a table
 - Formatting a table
 - Adding and deleting rows and columns
 - Using structured references
 - Naming tables
 - Creating functions with the [@] argument

Unit 8 : Documenting and auditing

- Auditing features
 - Tracing precedent and dependent cells
 - Tracing errors
- Comments in cells and workbooks
 - Viewing comments in a worksheet
 - Adding a comment to a cell
 - Adding comments to a workbook
- Protection
 - Password-protecting a worksheet
 - Unlocking cells and protecting part of a worksheet
 - Protecting the workbook structure
 - Discussing digital signatures
- Workgroup collaboration
 - Sharing a workbook
 - Merging workbooks
 - Tracking changes in a workbook
 - Using the Document Inspector
 - Marking a workbook as final

Unit 2 : Advanced formatting

- Using special number formats
 - Applying special formats
 - Controlling the display of zero values
 - Creating custom formats
- Using functions to format text
 - Using PROPER, UPPER, and LOWER
 - Using SUBSTITUTE
- Working with styles
 - Creating and applying styles
 - Modifying styles
- Working with themes
 - Changing to a different theme
 - Saving new colors and themes
- Other advanced formatting
 - Merging cells
 - Changing the orientation of text in a cell
 - Splitting cells
 - Transposing data during a paste
 - Using Paste Special to add values
 - Adding and deleting backgrounds
 - Adding a watermark

Unit 6 : Web and sharing features

- Saving workbooks as Web pages
 - Making Web commands available
 - Saving a workbook as a Web page
 - Using the Publish as Web Page dialog box
- Using hyperlinks
 - Inserting a hyperlink
 - Modifying and deleting a hyperlink
- Sharing workbooks
 - Examining workbook sharing options
 - Using e-mail to send an attachment

Unit 9 : Templates and settings

- Changing application settings
 - Changing application settings
 - Customizing the Ribbon
- Using built-in templates
 - Using a downloaded template
- Creating and managing templates
 - Creating a template
 - Modifying an template
 - Specifying an alternate template location

Unit 3 : Outlining and subtotals

- Outlining and consolidating data
 - Creating an outline
 - Creating custom views
 - Using the Consolidate command
- Creating subtotals
 - Creating subtotals in a list
 - Using multiple subtotal functions

Unit 4 : Cell and range names

- Creating and using names
 - Naming and selecting ranges
 - Using names in formulas
 - Using the Create from Selection command
 - Applying names to existing formulas
- Managing names
 - Modifying and deleting named ranges
 - Defining and applying 3-D names

Unit 7 : Advanced charting

- Chart formatting options
 - Adjusting the scale of a chart
 - Formatting a data point
- Combination charts
 - Creating a combination chart
 - Creating a trendline
 - Inserting sparklines
 - Using a chart template
- Graphical elements
 - Adding graphical elements
 - Formatting a graphical element
 - Adding a picture to a worksheet
 - Modifying a picture

Unit 10 : PivotTables and PivotCharts

- Working with PivotTables
 - Creating a PivotTable
 - Adding fields to a PivotTable
 - Using slicers to filter PivotTable data
- Rearranging PivotTables
 - Moving fields
 - Collapsing and expanding fields
 - Refreshing the data in a PivotTable
- Formatting PivotTables
 - Applying a PivotTable style
 - Changing field settings
- Using PivotCharts
 - Creating a PivotChart

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ĐỀ CƯƠNG KHOÁ HỌC MICROSOFT EXCEL 2012 - LEVEL 3 (Advanced)

Unit 1 : Logical and statistical functions

- Logical functions
 - Using the IF function
 - Using a formula to apply conditional formatting
 - Using OR, AND, and NOT as nested functions
 - Using nested IF functions
 - Using the IFERROR function
- Math and statistical functions
 - Using SUMIF
 - Using COUNTIF
 - Using AVERAGEIF
 - Using SUMIFS, COUNTIFS, and AVERAGEIFS
 - Using ROUND

Unit 4 : Advanced data management

- Validating cell entries
 - Observing data validation
 - Creating a data validation rule
 - Setting date and list validation rules
- Exploring database functions
 - Examining the structure of database functions
 - Using the DSUM function

Unit 7 : Macros and custom functions

- Running and recording a macro
 - Running a macro
 - Recording a macro
 - Assigning a macro to a command button
 - Inserting a macro button
 - Creating an Auto, Open macro
- Working with VBA code
 - Observing a VBA code module
 - Editing VBA code
- Creating functions
 - Creating a custom function

Unit 2 : Financial and date functions

- Financial functions
 - Using the PMT function
- Date and time functions
 - Using date functions
 - Using time functions
- Array formulas
 - Using an array formula
 - Applying arrays to functions
 - Modifying the array formula
- Displaying and printing formulas
 - Showing, printing, and hiding formulas
 - Setting calculation options

Unit 5 : Exporting and importing

- Exporting and importing text files
 - Exporting Excel data to a text file
 - Importing data from a text file into a workbook
 - Converting text to columns
 - Removing duplicate records
- Exporting and importing XML data
 - Using the XML Source pane
 - Importing XML data into a workbook
 - Exporting data from a workbook to an XML data file
 - Deleting an XML map
- Getting external data
 - Getting external data from Microsoft Query
 - Using a Web query to get data from the Web
 - Discussing cube functions

Unit 3 : Lookups and data tables

- Using lookup functions
 - Using VLOOKUP
 - Using VLOOKUP to find an exact match
 - Using VLOOKUP to find an approximate match
 - Using HLOOKUP to find exact matches
 - Using HLOOKUP to find approximate matches
- Using MATCH and INDEX
 - Using the MATCH function
 - Using the INDEX function
- Creating data tables
 - Using the MATCH function
 - Using the INDEX function

Unit 6 : Analytical tools

- Goal Seek and Solver
 - Using Goal Seek to solve for a single variable
 - Activating Solver and the Analysis ToolPak
 - Using Solver to solve for multiple variables
- The Analysis ToolPak
 - Using the Sampling analysis tool
- Scenarios
 - Creating scenarios
 - Switching among scenarios
 - Merging scenarios from another worksheet

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