



ပို့ဆောင်ရေးနှင့်ဆက်သွယ်ရေးဝန်ကြီးဌာန
သတင်းအချက်အလက်နည်းပညာနှင့်ဆိုက်ဘာလုံခြုံရေးဦးစီးဌာန
သင်တန်းကျောင်း

Microsoft Office Advanced Excel Training

သင်ကြားပို့ချမည့်ဘာသာရပ်များ

CHAPTER 1

Working with Function
Logical Function
Text Function
Date and Time Function
Lookup and Reference Functions
Conditional Calculation
Information Function

CHAPTER 2

Naming Range
Define Name and Name Manager
Dynamic Range Name
Dynamic Range Name with Table

CHAPTER 3

DATA VALIDATION
Setting
Input Message
Error Alert
Setting Data Validation
Checking for Invalid Data

CHAPTER 4

Working with Data
Sorting Data and Subtotal
Filtering Data
Conditional Formatting
Data Consolidating

CHAPTER 5

What-If Analysis

Goal Seek
Scenarios Manager
Scenario Summary Report
Data Tables

CHAPTER 6

Auditing a Workbook
Auditing and Watch Window
Watch Window
Formula Auditing Mode
Formula Errors

CHAPTER 7

Using Macro
Recording Macro
Running Macros
Simple Editing Macro
Assigning Macro to Graphical Objects

CHAPTER 8

PivotTables
Using a PivotTable
Pivoting data
Slicers
PivotChart

CHAPTER 9

Power Pivot
Using Power Pivot
Data Model
Loading Data to Power Pivot
Relationships
Power PivotTable
DAX Basic
Hierarchy

CHAPTER 10

KPI Tool and 3D Map
KPI Tool
3D Map