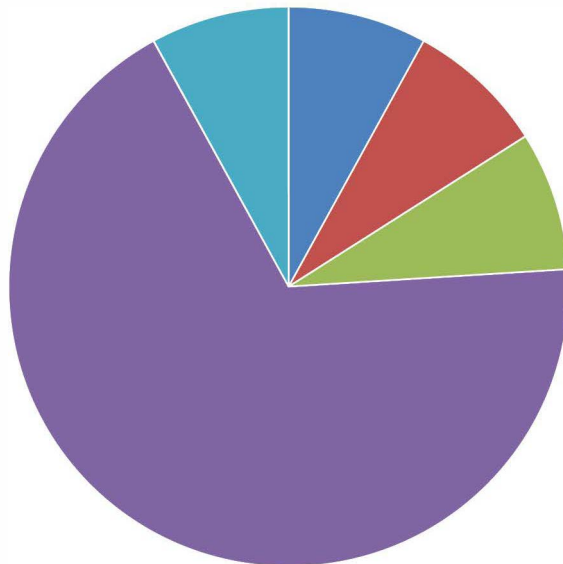




Short Course in Data Handling Using Excel

This short course aims to equip you with the skills necessary to utilise the functionality of Microsoft Excel to manipulate, edit, summarise and work with data.

You will learn to do the following:



- Filter and sort data
- Apply basic Excel functions
- Make use of lookup and reference functions
- Pivot tables and Dashboards
- Record and run macros

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Unit for Continuing
Education



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R 3 000-00 per person

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students and personnel