Presenting with MS Excel – Professional

– 2 Days –

MS Excel is a powerful business tool that should be used by every person in an organisation to store, analyse and present data in order to make better business and managerial decisions. Most people don't even scratch the surface of the use of MS Excel. This course ensures you become more productive and self-reliant by mastering the world's most popular productivity tool!

We have 3 modules which will grow your knowledge of the programme exponentially, introducing you to new ways of using the programme and teaching you the skills needed to organise, calculate, evaluate and find data quickly and efficiently. You will cover correct ways to set up and link spreadsheets and discover how to use "built" in specialist capabilities such as Pivot Tables, Pivot Charts and Interactive tools that we all know exist, but don't really know how to effectively use. We guarantee that if you attend this programme, you will go back and redesign your Dashboards, making them more efficient and effective as a business tool to support your role in the organisation, allowing you to do more in less time, with Excel, than you ever have in the past.

The three individual courses will help you to unlock the full potential of one of the most powerful business tools at your disposal - helping you to stand out from your colleagues, improving the quality of your analysis and decisions and assisting in your own professional development.

What can you expect to learn ? :-

Creating an Interactive Dashboard

- Connecting to data or downloading data needed to create a dashboard

- Understanding what a Dashboard is and what should be placed where

- Using the information learnt on level 1 and 2 to clean the data

- Creating Functions and Formula in order to keep your data variable

- Adding on new Functions of Index and Match, Offset, Choose and more

- Using Pivot Tables, Pivot Charts and Sparklines

- Using the Developer toolbar to add tick box's, radio buttons and scroll bars

- Connecting information using slicers

- Presenting your Interactive Dashboard