

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 Formula, Functions and Pivot Table 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 spreadsheets, 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 ? :-

Working with Excel and Formula

- Identifying important tools for managing and preparing your data. Building basic **Functions** to improve your efficiency
- Understanding how **Formulas** are constructed
- Creating and copying Formulas across cells
- Assigning absolute references to Formulas
- Using Formula-Auditing tools to track down errors
- Understanding and correcting common formula errors while you work
- Learning how to use Text Functions to enable you to better work with text strings
- Learning to build stand-alone logical IF functions, and making them more complex by nesting AND and OR within them
- Understanding the essential Statistical and Mathematical functions
- Examining how the Date and Time functions work
- Using VLOOKUP to cross reference between different data sets

- **PivotTables:** Understanding PivotTables and what they can do for you
- Understanding the fuss about PivotTables – Using these to rapidly summarise large amounts of data into easy -to-read and export reports you can use to inform your managers and colleagues
- Why use a PivotTable?
- Understanding the concept and layout options
- Creating a PivotTable report
- Working with fields in the PivotTable learning the basics of building and formatting a PivotTable
- Preparing your PivotTable source data
- Understanding the variety of style options available in the Design Tab
- Working with fields and field settings
- Creating calculated items and calculated fields, as well as adjusting their order, editing and deleting. Working with your PivotTable to create easy-to-read reports
- Identifying the variety of filter options that are available, from value filters to slicers
- Consolidating multiple worksheets into one PivotTable report
- Examining the Data Consolidation options you have available using PivotCharts and Sparklines to Identify Trends
- Introducing **PivotChart** terminology
- Understanding the difference and similarities between PivotCharts and Regular Charts
- Using Sparklines to show data trends, creating and editing **Sparklines**
- Connecting to an External Data Source to create a PivotTable or PivotChart
- Updating data in your PivotTable
- Automatically refreshing your PivotTable
- Using the Quick Explore feature to drill into PivotTable data