

## Understanding MS Excel – Intermediate

– 2 Days – R4000pp

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 Macros, Data Analyses and Data Validation 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 ? :-**

#### **Understanding Excel and Shortcuts**

- Recapping some of the important MS Excel Skills needed to capture and prepare your data correctly for more advanced analysis
- Learning to design high-quality spreadsheets with data laid out and listed intelligently and usefully
- Customising the Microsoft Excel Screen
- Creating **Multiple Views** to make your Worksheets easier to read
- **Working with Multiple Workbooks** and Worksheets to help you manipulate data
- Setting up **MS Excel Options** to suit your needs
- Recapping **Printing** and Page Setup Working with Formulas to Make Tedious Task More Efficient
- Introducing the MS Excel **Conditional Formatting** to Highlight the Most Important Data
- Introducing the Conditional Formatting options that you have available
- Using Conditional Formatting to better analyse your data
- Creating **Charts** to Showcase Data in a Visually Appealing Way

- Creating attractive and effective charts
- Understanding the terminology used to describe Chart Objects
- Working with Data Quickly and Efficiently
- **Sorting** Data to make it easily manageable
- **Subtotalling** Data quickly and easily
- **Filtering** Data so that you see only what you want to see
- Using What-If Data Analysis to Project Various Business Outcomes
- Using **What-If Analysis** to run different scenarios across formulas
- Understanding the different What-If analysis tools: Scenarios and Goal Seek
- Creating scenarios to consider the impact of different variables
- Utilising Scenario Summary to view the results
- Getting the most out of Forecast Sheets Utilising Data Validation to Prevent Spreadsheet Errors
- Using **Data Validation** to ensure your workbooks are accurate and consistent
- Defining Data Validation rules
- Understanding the various Data Validation options
- Implementing Data Validation with custom formulas
- Adding Data Validation through the use of a simple drop down menu
- Utilising **Hyperlinks** to quickly access related information
- Using Data Consolidation Tools to make your sheets presentable and user-friendly
- Understanding how to use **Conditional Formatting** to visually analyse data, detect critical issues and identify patterns and trends
- **Protecting your workbooks** to prevent users from editing, overwriting, moving or deleting important data
- Uncovering some amazingly powerful shortcuts that can help you navigate around complex spreadsheets, many of which can be used across the entire MS Office suite of programmes