

MICROSOFT EXCEL – EXCEL ON STERIODS

Course Overview:

Excel on Steriods is a more than just an advanced Excel course, it focuses on Excel features that are key for business reporting.

Target Learners:

- Finance Professionals: Create and analyse powerful financial reports to keep your finger on the pulse of your business
- Sales Professionals: Effectively track your sales against target and identify performance by sales rep, area or product
- Marketing Professionals: Maximize your ROI by keeping track of your campaigns
- HR Professionals: Utilize employee turnover reports, leave reports or training and development reports to cultivate the right environment for your people

Course Detail:

This course is divided into three workshops covering specific topics in Excel.

Workshop: Data Analysis

- Tell Me Text Box
- Smart Lookup
- Sorting, Subtotalling and Filtering Data
- Data Validation
- What-If Data Analysis
- Forecast Sheet
- Macros

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Professional Tax Practitioner (SA) PR – 0094525

Workshop: Formulas & Functions

- Data Consolidation
- Conditional Formatting Worksheet Protection
- Managing and Preparing Data
- Using Cell References
- Lookup, Text and Logical Functions
- Statistical and Mathematical Functions
- Date and Time Functions

Workshop: PivotTables and PivotCharts

- PivotTable Basics (New Search Field added in Excel 2016)
- PivotTable Options
- Formatting a PivotTable (New Automatic Time Grouping added in Excel 2016)
- Calculated Items and Fields
- Sort & Filter a PivotTable (New Multi-Select Slicer in Excel 2016)
- Consolidated PivotTable
- PivotCharts and Sparklines
- D Maps

Course Duration:

2 days

Cost:

R 4 500.00

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