Excel Master Class

What Can You Expect?

This intense course focuses on the three Phase Method: INPUT, PROCESSING, OUTPUT.
This course takes a learner from:-
→ INPUT (Importing of data correctly)
→ PROCESSING (Evaluating and Analysing Data)
→ OUTPUT (Reporting of Analysed Data).
The course allows for interactive spreadsheets and to master advanced analysis techniques such as Charting and Pivoting. You will be introduced to new features of Excel and reporting in PowerPoint.

What Is Required From You?

The learner would have completed an Excel Intermediate and Advanced course or at least worked daily in the application for at least 3 years.

3 Day Course Content

Foundational Understanding
- Navigate the User Interface
- Set up and enter data correctly
- Formatting and Custom Format Data
- Creating Custom Lists
- Fixing errors in spreadsheets
- Using Flash Fill (2013/2016)

Importing and Export Data
- Import & Export data
- Remove Duplicates
- Text to Columns

Formula and Functions
- Basic Formulas and Functions
- Absolute vs Relative Cell Referencing
- Creating and using Name Ranges
- 3D Formulas to Link Spreadsheets
- Text Functions
- Date and Time Functions
- Logical Functions
- Lookup and Reference Functions
- Nested Functions

Conditional Formatting
- Utilising the built in formats
- Using Formula to Apply Formats
- Manage Rules

Understanding Excel Tables
- Setup and format
- Apply Table Styles and Options
- Using AutoFilter
- Custom Views
- Adding new data in table
- Creating Formulas
- Working with a Total Row
- Utilising Freeze Panes
- Insert Slicers

Charts
- Creating a chart
- Adding Chart Elements
- Format Chart
- Different Chart Types
- Secondary Axis Charting
- Charts and Sparklines

Applying Advanced Functionality
- Data Validation
- Creating Macros
- Working with Form Controls
- Working with functions
- Assigning macros
- Allow Users to Edit Ranges
- Protect Worksheets & Workbooks

PivotTable and PivotCharts
- Creating PivotTables
- Number Formatting Techniques
- Designing Report Layout
- Filtering Labels and Values
- Summarize Data
- Inserting Formulas
- Date Analysis
- Copying PivotTables
- Creating PivotCharts
- Showing Report Filter Pages
- Linking PivotTables and PivotCharts in PowerPoint
- Conditional Formatting
- Creating and Formatting PivotCharts
- Adding Chart Elements
- Moving and sizing PivotCharts

Reporting and Dashboards
- Building a Dashboard
- Building Chart Based & Table Dashboards
- Linking Tables & Charts in PowerPoint

What Will I Take Back To Work With Me?

You will "master" Excel making reporting easy whether you are doing it in Excel or taking Excel reporting to PowerPoint for presenting.