



Computers



MS Excel for 21st Century Professionals - Level II



2 Day Course



Classroom or Virtual Blended Training



About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 5, 750 Excl. VAT

Many people think of MS Excel as a sophisticated program to be used mainly by financial professionals.

In truth, 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.

This 2-day **MS Excel for 21st Century Professionals – Level II** course 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 Functions, Macros, PivotTables and Data Validation tools that we all know exist, but don’t really know how to effectively use.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

What you will learn

- 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
- Using Excel to automate What-If Analysis and Forecast Sheets to “predict the future” to assist in making informed business decisions
- Discovering key MS Excel functions you did not know about that will enhance your ability to perform data manipulation and automate your day-to-day tasks
- Working with advanced Excel MATCH and INDEX functions to better analyse your data and extract the information you are looking for
- 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
- Incorporating “SparkLines” into your PivotTables to showcase data trends such as Sales fluctuations, increased Marketing ROI or decreasing suppliers costs
- Uncovering powerful shortcuts that can help you navigate around complex spreadsheets, many of which can be used across the entire MS Office suite of programmes

Who should attend

This advanced course is primarily for any professional that requires an extensive knowledge in capturing and analysing data and transforming it into powerful information.

Past delegates include middle-senior managers, financial professionals, marketing and sales managers, HR and training managers, production and operation managers, project managers.

We guarantee you will go back and redesign your spreadsheets, making them more efficient and effective, allowing you to do more in less time with Excel, than you ever have in the past!

Course Programme Agenda

Working with Formulas to make tedious Tasks more Efficient

- Understanding how Formulas are constructed
- Creating and Copying Formulas across cells
- Assigning Absolute References to Formulas
- Defining and working with 3-D Formulas
- Using Formula-Auditing tools to track down errors
- Understanding and Correcting Common Formula Errors while you work
- Introducing the MS Excel Watch Window

Using 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
- Identifying the best chart for your data

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

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 dropdown menu

Creating Functional Macros to Automate Repetitive Tasks

- Automating lengthy or frequently performed tasks using Macros
- Recording Macros to make the process simpler

Making your Spreadsheets User-Friendly

- 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, identify patterns and trends
- Protecting your workbooks to prevent users from editing, overwriting, moving or deleting important data
- Identifying important tools for Managing and Preparing your data

Building Basic Functions to Improve your Efficiency

- 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, as well as looking at the Financial PMT function

Enhancing your Formula Knowledge to make an MS Excel “Super User”

- Using VLOOKUP to cross reference between different data sets
- Understanding how the MATCH Function works
- Creating and updating external links, and discussing what the potential dangers are
- Looking at some bonus functions that will make you more efficient



Course Programme Agenda

Understanding PivotTables and what they can do for you

- 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 them

Working with your Pivot Table to Create Easy-to-Read Reports

- Introducing the various ways you can sort your data
- 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 Pivot Charts and Sparklines to Identify Trends

- Introducing PivotChart terminology
- Understanding the difference and similarities between Pivot Charts and Regular Charts
- Using Sparklines to show data trends
- Creating and editing Sparklines

Analysing External Data using PivotTables

- Connecting to an External Data Source to create a PivotTable or PivotChart
- Updating Data in your PivotTable
- Automatically Refreshing your PivotTable

Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and **Blended / Virtual Training** (nationwide) is available.



Onsite / In-House Training

Have a **group of delegates** and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and **Blended / Virtual Training** (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

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HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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