



Computers



MS Excel for 21st Century Professionals - Level I



2 Day Course



Classroom or Virtual Blended Training



About the Course

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

This hands-on training course has been specifically designed to assist you in simplifying and speeding up the tasks you perform with MS Excel every day.

In just 2 days, you will discover how to refine and improve the spreadsheets that you work with to get the most out of MS Excel and save loads of time.

Take this opportunity to learn easy ways to create and automate spreadsheets – which will result in you being able to source and provide key information for yourself and your manager.

This hands-on **MS Excel for 21st Century Professionals – Level I** course will show, step-by-step, some practical ways to work with spreadsheets, sort data, insert tables and design macros and much more – all of which will save you time while increasing the quality and usability of the information you are preparing.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

What you will learn

- Learning the A-to-Z guide to creating worksheets
- Taking control of your work quality by learning how to create your own templates, toolbars and styles
- Becoming a whiz with auto-filling, auto-summing and other time-saving functions
- Confidently using and manipulating Excel functions to take full advantage of their extra functionality
- Save time by setting up your own shortcuts and create multiple linked auto-updating worksheets
- Managing and organising data effectively using sorting, sub-totalling, pivot tables and filtering
- Unlocking the secret to successful reporting using speed macros that automate your regular reports

This powerful course will assist delegates manage data more efficiently, set up and format of spreadsheets with ease and more through the use of Macro's and other powerful MS Excel tools.

Who should attend

This comprehensive course is extremely beneficial to all professionals, particularly those who work frequently with figures and data. This course is primarily catered for administrative professionals, managers, supervisors, team leaders, marketing and sales professionals, HR and training professionals, financial administrators, project managers, data capturers, and anyone who wants to learn vital skills to improve their MS Excel literacy.

Course Programme Agenda

Revisiting the Basics – Hints you are Guaranteed not to Know

- Smart ways of setting up your spreadsheets
- Simple hints and tips about general operations such as formatting, sizing, pagination, printing and editing

Auto-Filling and Auto-Summing – Tricks of the Trade

- Exceptionally good tips on practical uses for these powerful features
- In addition: An exercise provided on disk, designed to boost your use of these features forever

Microsoft Excel Function – Construction without the Sweat

- Accessing some of Excel's hundreds of automated functions
- Removing the pain and increasing the gain
- Learning various MS Excel Power Tools – Goal Seek, Solver and Scenarios

Working with Worksheets and Workbooks

- Setting and creating up Excel Worksheets
- Develop a well-structured Excel Workbook that is concise and saves time

Sorting, Subtotalling, Pivot Tables and Filters

- The Golden Rules for data input
- Grouping and outlining data
- Conducting Sorts and customising Filters
- Using a Pivot Table to extract key data

Linking with MS Word, MS PowerPoint and Other Applications

- Integrating data between programs to save re-typing.
- Paste linking and dynamic updating of data

Graphically Demonstrating using Charts

- When a Chart is worth a thousand words
- Creating Charts quickly
- Adding and extracting data on the trot

Macros – Microsoft Excel on Steroids

- What is a Macro and what is their purpose?
- Recording and using Macros – The best way to save time and complete repetitive functions
- Common Macros that will save you time

Customising Microsoft Excel for your Own Unique Needs

- Creating your own toolbars, styles and templates
- Adding Macro Buttons and other functions



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.

Work out a Cost Estimate

Request a Quotation



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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