



A Better Way To Work

Soft@ware
Learning



Microsoft®

Excel Advanced

(Versions 2010 , 2013 , 2016)



Course Outline

1 Day Course

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a very powerful and flexible tool for organising and analyzing data. Excel's functionality and popularity have made it an essential component on computers in countless organisations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel you can do a wide range of tasks, from building basic spread sheets, to performing advanced data analysis. If you start at the beginning and work your way up, it won't be difficult to learn and work with Excel at any level you want.

Because of its layout and widespread availability, it is often used as a tool to create and maintain a list. More seasoned users use it to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

DELIVERY OPTIONS

In-house workshops

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

Consultancy

Ideal for individual delegates who have specific requirements from the software, or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.



A Better Way To Work

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| <p>PREQUALIFICATIONS</p> <p>Advanced Excel training is for people who can already create moderately complex spreadsheets and want to add more sophistication and automation. Candidates should have completed the Intermediate level, or feel competent they have an intermediate knowledge of Excel.</p> | <p>OUR WORKSHOPS INCLUDE</p> <ul style="list-style-type: none"> • Extensive Learning & Reference Guides provided on USB • Participation in the full day workshop • Access to a Microsoft technical expert throughout and post the workshop |
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OUTCOMES

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks. Upon completion of this course, students should be able to use advanced techniques to manage, manipulate and analyse complete data.

OUTLINE INCLUDES

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| <p>GETTING THE MOST FROM YOUR DATA</p> <ul style="list-style-type: none"> • Outlining and Grouping your Data • Goal Seek • Data Tables • Scenario Manager • More on Pivot Tables • Exploring Scenarios • What if Analysis | <p>WORKING WITH MACROS AND CONTROLS</p> <ul style="list-style-type: none"> • Creating Macros In Excel • Absolute and relative referencing • Macros & VBA • Macros and the Toolbar Tabs & Controls |
| <p>ADVANCED FUNCTIONS</p> <ul style="list-style-type: none"> • More Conditional Formatting • Goal Seek • Security & protection | <p>ADVANCED EXCEL TASKS</p> <ul style="list-style-type: none"> • Creating and using Shared Workbooks • Advanced File Management • Consolidation • Validation • Dependant Lists • Custom and Advanced Features in Excel |

Previous attendees were asked



For you, what was the most valuable aspect of the course?

“A greater understanding of macros and dependant lists, trainer was excellent in creating a low stress learning environment”

“I loved all of it, and I learned new functions that are very useful for my job. The knowledge gained will really improve my performance”

“I found the course really useful as it enhances my knowledge of Excel and taught me many new tips that I will use in my work.” “Macros and their various uses for business processes.”

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: **1300 139 126** or www.prioritymanagement.com.au