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Excel 2016

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WHO THIS COURSE IS FOR:

Excel users who have basic skills but want to get really, REALLY good.
Anyone hoping to expand their analytics skill set, work more efficiently with data, and take their career to a new level.
Anyone looking for an engaging, hands-on, and highly interactive approach to Excel analytics training.

THE FACILITATOR



GLEN RAMOROLA

Glen has been in the IT industry for 14 years and five of those spent at one of Microsoft's biggest Gold Certified Partner. He has a background in Microsoft Applications which he has used to facilitate the enablement of Technology in the workplace and is passionate about user adoption and using technology the way it was designed to be used.

Over the last 5 years his areas of focus have been around business productivity through technology and he has a strong background in communication and collaboration technologies.

After countless software projects and gaining sufficient applause on the training front, he identified that he is destined for training and there was no looking back from that point on wards.

Glen strongly believes in the maxim that "If you can describe, step by step, how to cross the road without getting killed, you can be an excel guru". During his decade of experience, he has trained many corporate and individuals in computer and behavioural programs. He has also helped many small-scale companies set up and establish their brands. He feels that it is time to redeem and wants to share his experiences and help others build their dreams.

He has helped companies use Excel better to improve their reports by providing customized training sessions, Dashboard Training and Enhanced Visualization Techniques. He also helps improve processes, by designing interfaces and tools with VBA for Excel.

Glen is always a willing participant when it comes to sharing Excel tips & tricks based on questions he gets from the Excel training community & professionals at his training sessions. His passion is teaching and solving difficult Excel problems. He is also addicted to learning and enjoys taking courses on a variety of topics.

COURSE DESCRIPTION

It's time to show Excel who's boss. Whether you're starting from square one or aspiring to become an absolute Excel power user, you've come to the right place.

This course will give you a deep understanding of Excel formulas and functions that transform Excel from a basic spreadsheet program into a dynamic and powerful analytics tool. While most Excel courses focus on simply what each formula does, I teach through hands-on, contextual examples designed to showcase why these formulas are awesome and how they can be applied in a number of ways. I will teach you how to THINK like Excel.

By the end of the course you'll be writing robust, elegant formulas and functions from scratch, allowing you to:

Easily build dynamic tools & Excel dashboards to filter, display and analyze your data

Go rogue and design your own formula-based formatting rules

Join datasets from multiple sources in seconds with lookup, index & match functions

Pull real-time data from APIs directly into Excel (weather, stock quotes, directions, etc.)

Manipulate dates, times, text, and arrays

We'll dive into a broad range of Excel formulas & functions, including:

Lookup/Reference functions
Statistical functions
Formula-based formatting
Date & Time functions
Logical operators
Array formulas
Text functions
INDIRECT & HYPERLINK

What you'll learn

- Learn how to THINK like Excel, and write powerful and dynamic formulas from scratch
- Automate, streamline, and completely revolutionize your workflow with Excel
- Master unique tips, tools and case studies that you won't find in ANY other course, guaranteed
- Explore fun, interactive, and highly effective lessons from a best-selling Excel instructor
- Build formulas to analyze dates, text fields, values and arrays



WHAT'S INCLUDED

Expert Facilitator
Training Material
Certificate

DAY ONE

08:00 - 08:30 | Registration and arrival tea

08:30 - 10:15 | Create and Manage

Worksheets and Workbooks

Create Worksheets and Workbooks

Create a workbook

Import data from a delimited text file

Add a worksheet to an existing workbook

Copy and move a worksheet

Navigate in Worksheets and Workbooks

Search for data within a workbook

Navigate to a named cell, range, or workbook element

Insert and remove hyperlinks

Format Worksheets and Workbooks

Change worksheet tab color

Rename a worksheet

Change worksheet order

Modify page setup

Insert and delete columns or rows

Change Workbook themes

Adjust row height and column width

Insert headers and footers

Customize Options and Views for Worksheets and Workbooks

Hide or unhide worksheets

Hide or unhide columns and rows

Customize the Quick Access toolbar

Change workbook views

Change window views

Modify document properties

Change magnification by using zoom tools

Display formulas

10:15 - 10:30 | Tea Break

10:30 - 12:30 | Configure Worksheets and Workbooks
for Distribution

Set a print area

Save workbooks in alternative file formats

Print all or part of a workbook

Set print scaling

Display repeating row and column titles on multiple worksheets

Inspect a workbook for hidden properties or
personal information

Inspect a workbook for accessibility issues

Inspect a workbook for compatibility issues

12:30 - 13:30 | Lunch

13:30 - 16:00 | Manage Data Cells and Ranges

Insert data in cells and ranges

Replace data

Create charts and objects

Create charts

Create a new chart

Add additional data series

Switch between rows and columns in source data

Analyze data by using Quick Analysis

Format graphic elements

Resize charts

Add and modify chart elements

Apply chart layouts and styles

Move charts to a chart sheet

Insert and format objects

Insert text boxes and shapes

Insert images

Modify object properties

Add alternative text to objects for accessibility

Module Three: Create tables

Create and manage tables

Create an Excel table from a cell range

Convert a table to a cell range

Add or remove table rows and columns

Manage table styles and options

Apply styles to tables

Configure table style options

Insert total rows

Filter and sort a table

Filter records

Sort data by multiple columns

Change sort order

Remove duplicate records

Perform operations with formulas and functions

Summarize data by using functions

Insert references

Perform calculations by using the SUM function

Perform calculations by using MIN and MAX functions

Perform calculations by using the COUNT function

Perform calculations by using the AVERAGE function

Perform conditional operations by using functions

Perform logical operations by using the IF function

Perform logical operations by using the SUMIF function

Perform logical operations by using the AVERAGEIF function

Perform statistical operations by using the COUNTIF function

Format and modify text by using functions

Format text by using RIGHT, LEFT, and MID functions

Format text by using UPPER, LOWER, and PROPER functions

Format text by using the CONCATENATE function

END OF DAY ONE

DAY TWO

08:00 - 08:30 | Registration and arrival tea

08:30 - 10:15 | Introduction

- Get a head start with templates. Set up an Excel template to save you an hour each time you create a new workbook. Create new default workbook and worksheet templates, learn how modular templates can make your spreadsheets more consistent and much quicker to set up. Your Excel, your way.

- Increasing efficiency and reducing risk

- Make spreadsheets more efficient and less risky by identifying how to build in checks and controls from the outset. Identify key techniques that reduce risk and increase automation and efficiency. Introduce standards to help your team and documentation and review tools.

- Data Validation

- Understand extended uses of Data Validation, work with validation formulae. Understand lists and lists that depend on other list selections as well as other methods of tracking down invalid entries

10:15 - 10:30 | Tea Break

10:30 - 12:30 | - Finding the right functions: with hidden powers – MOD() for patterns, OFFSET() for simple choices, INDIRECT() to manipulate formulae and identify how references to ranges of cells adapt automatically for new data

- One formula, one million calculations: SUMPRODUCT() - all the gain of an array formula with less of the pain

- One formula, one million calculations: SUMPRODUCT() - all the gain of an array formula with less of the pain

- Why Tables are so much more than just a new format. Make your spreadsheets more automatic with a single command. Understand table formulae and instant readability

- Use Excel to help you make better decisions. Use Goal Seek to find where you need to start to get where you need to go. Use an Excel Data Table to calculate dozens of possible outcomes. Create and manage alternative scenarios. Make more profit or incur less expense by using Excel Solver to identify the best solution

12:30 - 13:30 | Lunch

13:30 - 16:00 | - Problem Solving

- Calculations that make decisions – understanding True and False. What Boolean Logic is and why it's useful in practice, combining logic and arrays to solve complex problems

END OF TRAINING

