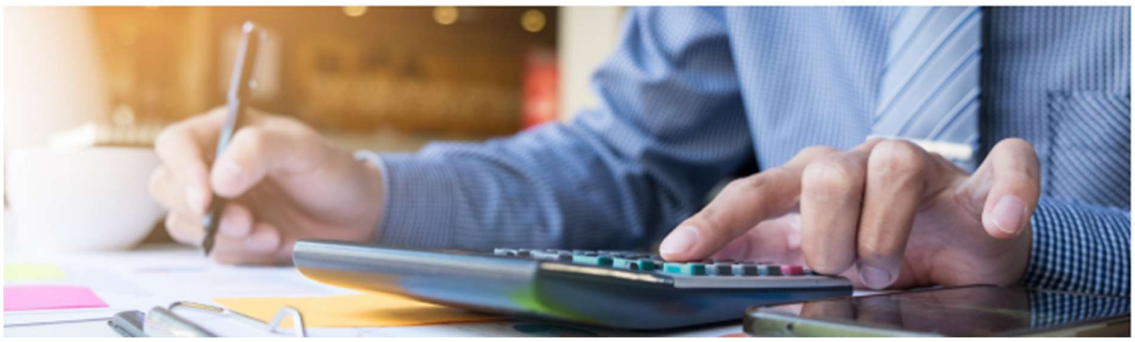
# EXPLORING EXCEL



## COURSE INFORMATION

Employees understanding the intermediate principles of Excel is vital for any business, and a thorough grasp of Excel is a key competency needed for effective performance within all organisations. It is therefore important to train staff in Excel in order to improve productivity in their areas of work. The purpose of this practical and interactive course is to guide you through the intermediate Excel skills needed to perform your analytical function, as well as form a basis for further Excel training. This has the potential to enhance the efficiency of individuals and entire business units.

## Course Content

- Calculations (Including: Functions and formulas)
- Formatting (Including: Transposing tables, Cell Styles)
- Cells and Sheets (Including: Filters, Sorting, Grouping)
- Working with Data (Including: Conditional Formatting, Data tables, Slicers)
- View and Printing (Including: Printing titles)
- Charts (Including: Combo Charts, Scatter Charts)
- Basic Functions (Including: SUM, AUTOSUM, SUBTOTAL, AVERAGE, COUNT, ROUND)
- Date and Time (Including: DATE, TODAY, NOW, DAY, MONTH, YEAR)
- Text Functions (Including: CONCATENATE, UPPER, VALUE, ISTEXT, Text-to-columns)
- Logical Functions (Including: AND, OR, MIN, SMALL, MAX, LARGE)
- IF and Lookup (Including: IF, SUMIFS, COUNTIF, VLOOKUP)
- Useful Tools (Including: Data protection, Hyperlinks, Spin buttons, Sparklines)

"I would most definitely recommend this course to my colleagues. This course teaches the basics of Excel whilst also covering the more useful and practical functions and tools. The facilitator also makes following the work a breeze"

## CONTACT US:

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