

Training generations for a brighter future!

Excel on Steroids Course

This is an Intermediate / Advance course. This course focuses on Excel features that are key for business reporting.

Entrance Requirements

Learners need to meet the following prerequisites before attending this course:

1. Understands the basics of using a Windows-based computer.
2. Comfortable using the keyboard, mouse, and Start menu.
3. Discovering Excel Course.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave, and the course fee will be forfeited.

Target Learners

Delegates who have a sound knowledge of the features and functionality in Excel. Ideal for Finance -, Sales -, Marketing - and HR professionals.

Assessments

The assessment forms part of the course and has to be written within 60 days from the commencement date of your classroom training or self-study course. To make it easier for you, all the Excel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a computer with internet access).

Once you have completed an Excel training course, we would therefore encourage you to take the Excel competency assessment. Assessments are offered only in English and in an online environment.

The Sage Training Department will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum result of 80% for the assessment associated with this course.

Duration

This is a two-day (15 hour) course.

Course Outline

The course includes the following content:

Data Analysis

- Tell Me Text Box
- Smart Lookup
- Sorting, Subtotalling and Filtering Data
- Data Validation
- What-If Data Analysis
- Forecast Sheet
- Macros

Formulas & Functions

- Data Consolidation
- Conditional Formatting Worksheet Protection
- Managing and Preparing Data
- Using Cell References
- Lookup, Text and Logical Functions
- Statistical and Mathematical Functions
- Date and Time Functions

Pivot Tables and Pivot Charts

- Pivot Table Basics
- Pivot Table Options
- Formatting a Pivot Table
- Calculated Items and Fields
- Sort & Filter a Pivot Table
- Consolidated Pivot Table
- Pivot Charts and Sparklines
- 3D Maps