Excel on Steroids PLUS Course

This is an Advance course. In this course you will learn how to take advantage of some of the more advanced features of Microsoft Excel to prepare and present your business data.

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. Excel on Steroids 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.

Duration

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

Target Learners

Delegates who have a sound knowledge of the advanced features and functionality in Excel used for business reporting (prior attendance of our Excel on Steroids course qualifies you as an advanced Excel user).

Directors, Managers, and anyone else who uses Excel extensively for report writing.

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.

Course Outline

• Design meaningful Dashboard Reports catering to your audience's requirements and goals following Dashboard design best practise.
• Create dynamic data models which will serve as the back-end of your Dashboard using advanced functions and formula.
• Create PivotTables and Pivot Charts.
• Explore alternative visualization techniques like sparklines and conditional formatting for at-a-glance analysis
• Create advanced and custom charts
• Create an interactive, macro-charged Dashboard.