



Working with MS EXCEL

Our 3 modules will help grow your knowledge of the programme exponentially, introducing you to new ways of using the programme and teaching you the skills needed to organise, calculate, evaluate and find data quickly and efficiently. You will cover correct ways to set up and link spreadsheets and discover how to use “built” in specialist capabilities such as Macros, Data Analyses and Data Validation tools that we all know exist, but don’t really know how to effectively use. We guarantee that when you attend this programme, you will go back and redesign your spreadsheets, making them more efficient and effective as a business tool to support your role in the organisation, allowing you to do more in less time, with Excel, than you ever have in the past.

The three individual courses will help you to unlock the full potential of one of the most powerful business tools at your disposal - helping you to stand out from your colleagues, improving the quality of your analysis and decisions and assisting in your own professional development.

Course Outline

What can you expect to learn: -

Topic	Objectives
Preparing Data	Tasks ensuring time saving for all data functionality
Absolute references	Calculation rule understanding
Text Functions - New	Additional Text Functions
Look up Functions incl X lookup, Match and Choose	Lookup functionality across all data sets
Logical Functions incl. IFS, Switch,	Logical tests returning required actions.
Statistical and Mathematical Functions	Saving time in calculations
Pivot Tables	Summary of Data and how to effectively use Pivot Tables
Pivot Charts	Charts of the data created in Pivot Tables
Sparklines	Alternative way to show trends.

Duration and who should attend.

A two-day program that follows on from Understanding MS Excel. Greater depth into working with data and especially the full day of Pivot Tables, Charts and more. It is highly recommended that this be done after Understanding MS Excel. Discounts are available for doing both courses.

Contact Information

For any inquiries on this course, reach out to:



The image shows a business card for Meg McDonald at Custom Consulting SA. The card has a blue and white color scheme with a stylized 'C' logo. The contact information is listed on the right side of the card.

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