



Understanding MS EXCEL

MS Excel is a powerful business tool that should be used by every person in an organisation to store, analyse and present data in order to make better business and managerial decisions. Most people don't even scratch the surface of the use of MS Excel. This course ensures you become more productive and self-reliant by mastering the world's most popular productivity tool!

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
Data rules and preparation	Understanding layouts and data rules
Data consolidation	Collection of data
Customising your Excel screen	Working smart within the screen
Multiple Views	understanding of how to utilize the MS Excel screen.
Working with Multiple Workbooks and worksheets	Working across and within multiple Workbooks
Conditional formatting	Analytic tool for Excel
Sorting Data	Effectively sort data.

Filtering	Alternate ways to search data.
Subtotaling	Creating subtotal summaries
Data Validation	Securing only data required
Hyperlinks	Linking between sheets, workbooks and more
Charts - Creating and effectively using.	Graphical representation of Data
What if Analysis and forecasts	Calculation alternatives
Macros	Automating your spreadsheets
Formula	Excel calculations
Formula Auditing	Error determination
Basic absolute referencing	Calculation rule
Functions	Excel instructions
Sum Function	Calculation Instruction
Max, Min and Average Function	Calculation Instructions
Count Function	Calculation Instruction
Database Functions	Additional functionality
Text Functions	Text Instructions
Data Tools	Additional tools to save time in Excel.

Duration and who should attend.

A two -day program that is a must for all users. Catch up on changes made throughout the years with new and improved shortcuts and time saving alternatives.

Contact Information

For any inquiries on this course, reach out to:



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