



## TRAINING OVERVIEW

**Duration** : 2 Days  
**Dates** : To Be Advised  
**Price per delegate** : R8,999.00

[Clients that book for 5 and more candidates will get a **25% discount**]

Knowing how to use the advanced features of Microsoft Excel leads to a completely new experience in using Spreadsheets. This is a very hands-on, non-intimidating, course. Delegates work through various exercises under the supervision, and with the help of the facilitator to get to grips with the nuances of Excel's advanced functions. Once you complete the course, your familiarity and confidence in using Advanced Excel spreadsheets features will increase, making Excel a more useful productivity enhancement tool.

### WHO SHOULD ATTEND?

This course is designed for individuals who already have foundational knowledge and skills in Excel and are ready to advance their data analysis skills and abilities through the application of advanced Excel functionalities such as advanced formula creation, tables, charts, Pivot Tables, Pivot Charts, lookups, macros etc.

**By the end of the training, course participants will have learnt how to:**

- Extend their knowledge into some of the more specialized and advanced capabilities of excel like applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others etc
- Use Macros effectively to automate some common tasks
- Master the techniques of using Pivot tables to analyse data
- Effectively use lookup, vlookup and hlookup to solve problems
- Audit worksheets and structure workbooks with xml

## COURSE OUTLINE



“ An investment in knowledge pays the best interest. ”  
 – Benjamin Franklin

### MODULE 1: CUSTOMIZING THE EXCEL ENVIRONMENT

- Configuring excel options
- Customizing the excel environment
- Working with workspaces

### MODULE 2: WORKING WITH ADVANCED FUNCTIONS

- Working with Functions
- Using the IF Function
- Nesting Functions
- Using Multiple Conditions with the IF Function
- Using Text Functions

### MODULE 3: ANALYZING DATA

- Using Automatic Outlining
- Inserting Subtotals
- Creating an Advanced Filter
- Using Database Functions
- Consolidating Information by Position or Category

### MODULE 4: USING LOOKUP FORMULAS AND FORMULA AUDITING

- Use Lookup, Vlookup and Hlookup Functions
- Trace Cells
- Watch and Evaluate Formulas

### MODULE 5: CREATING AND WORKING WITH PIVOTTABLES

- Understanding PivotTables
- Modifying PivotTable Fields
- Using a Report Filter
- Formatting a PivotTable
- Refreshing a PivotTable
- Creating a PivotTable using Worksheet Data
- Creating a PivotTable using an External Data Connections
- Laying out a PivotTable on a Worksheet

### MODULE 6: ENHANCING PIVOT TABLES

- Working with Summary Functions
- Sorting Items in a PivotTable
- Creating a Slicer
- Grouping Data
- Applying Label and Value Filters
- Creating a Calculated Field
- Creating a Calculated Item
- Creating Charts from PivotTables

### MODULE 7: DATA VALIDATION AND MACROS

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros

### MODULE 8: CREATING SPARKLINES AND MAPPING DATA

- Create Sparklines
- Map Data

### MODULE 9: FORECASTING DATA

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecasting Data Trends



The Academy trainers / facilitators have trained a lot of corporate executives / government senior officials and made an impact in their work productivity



## CONTACT US

info@siveacademy.africa  
 enquiry@siveacademy.africa

+27 (0)41 364 0201

No.17 Pickering Street, Newton Park, 6045

www.siveacademy.africa



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