

EXCEL AT WORK - COMPLETE MS EXCEL MASTERY (BEGINNER TO PRO)

3 Days

Excel is one of the most important skills in today's job market. Having a solid working knowledge of Excel can improve your job performance, help you qualify for raises and promotions, or even help you land that new job that you deserve.

This course walks you through Excel from the very basics of opening Excel all the way to advanced Excel skills used by the pros, like charts, dashboard, pivot tables and macros. The goal with this course is to develop participants' competency in data manipulation, data analysis, and data visualization so that they excel at work especially dealing with big data.

At the completion of this course, you will have mastered most of its most popular and practical tools and come out with the confidence to complete any tasks related to it with efficiency and grace.

Learning Outcome:

Upon completion of the training, participants should be able to:

- Understand and work with ranges in a worksheet.
- Format worksheets, cells and numbers
- Handle absolute and relative cells for effective formulas settings
- Perform data manipulation using sorting, subtotal and filtering
- Perform data validation
- Visualize data using Conditional Formatting and its settings
- Troubleshoot formulas
- Apply Text Functions for data extraction
- Apply Lookup Functions for data matching
- Apply Math and Statistic Functions for data analysis
- Apply Logical Functions for data refinement
- Apply Tables for dynamic reporting
- Use advanced formulas and functions for dynamic settings
- Create and present chart professionally
- Present data graphically using various of chart methods
- Use Pivot Table and Pivot Chart to create Excel Dashboard
- Use WHAT-IF analysis for planning and budgeting
- Use macro for simple task automation
- Generate reports with least maintenance in the future
- Protect worksheet and formulas

Who Should Attend?

- Office personnel, Admin Personnel, Sales & Marketing Personnel, Account Personnel, MIS Personnel
- Managers, Supervisors, Leaders, Planners, Engineers, Secretary, Assistant Managers
- Graduates, Retrenched Workers, IT Trainers
- For those who are interested to master all features of Excel
- For those who are interested to improve reporting skills

Course Outline

Excel Basic: Workbook and Worksheet Handling

- Working with Workbooks
- Working with Worksheets
- Excel Settings
- Safely Closing A Workbook.
- Understanding Data Editing.
- Using Undo And Redo.
- Selecting Ranges
- Understanding Copying
- Using AutoFill For Quick Copying
- Copying Relative Formulas
- Worksheet Zooming.
- Viewing The Formula Bar.
- Viewing Worksheet Gridlines.
- Viewing The Ruler.
- Grouping Worksheets.
- Hiding Rows And Columns.
- Unhiding Rows And Columns.
- Freezing Rows And Columns.
- Splitting Windows.
- Create Comments

Formula referencing

- Absolute Versus Relative Referencing.
- Relative Formulas.
- Problems With Relative Formulas.
- Creating Absolute References.
- Creating Mixed References.

Cells formatting

- Understanding Font Formatting.
- Working With Live Preview.
- Changing Fonts.
- Changing Font Size.
- Growing And Shrinking Fonts.
- Making Cells Bold.
- Italicising Text.
- Underlining Text.
- Changing Font Colours.
- Changing Background Colours.
- Using The Format Painter.
- Applying Strikethrough.
- Subscripting Text.
- Superscripting Text.
- Cell Alignment
- Wrapping And Merging Text.
- Number Formatting

Printing

- Understanding Printing.
- Previewing Before You Print.
- Selecting A Printer.
- Printing A Range.
- Printing An Entire Workbook.
- Specifying The Number Of Copies.
- The Print Options.

Working with Tables

- Use Tables
- Change the Table Name
- Change the Table Style
- Create a Total Row
- Create a Calculated Column
- Select Parts of a Table

Data Manipulation

- Sorting
- Tactics of Sorting
- Custom Sorts
- Auto Filter
- Number, Date, Text Filters
- Subtotal & Outlines

Data Validation

- Type of Data verification & Controls
- Errors handling with Data Validation
- Validate Text
- Validate Number
- Validate Date
- Customize Error Message
- Advanced settings of Data Validation

Conditional Formatting

- Conditional Formatting
- Rules Manager
- Apply to number
- Apply to text
- Apply to date
- Multi-conditional Formatting
- Icon-Based
- Advanced settings of Conditional Formatting

Cell Naming Techniques

- Easier-to-Understand Formulas with Named Ranges
- Using Names to Work with Ranges
- Using Names to Work with Formulas
- Using Name Manager
- Worksheet vs. Workbook Scope
- Assigning name to a constant

Functions

- Functions Arguments
- Operators Precedence in Formulas
- Text Functions
- Number Functions
- Date Functions
- Conditional Control Functions
- Lookup Functions
- Functions application to real working environment

Essential Functions for Dashboard Design

- SUMIF, SUMIFS, COUNTIF, COUNTIFS
- CHOOSE
- SEARCH, FIND
- OFFSET
- ARRAY Functions
- IF, IF ERRORS
- AND, OR, NOT
- INDEX, MATCH, LOOKUP, VLOOKUP
- INDIRECT

All About charts

- Understanding The Charting Process.
- Choosing The Right Chart.
- Using A Recommended Chart.
- Creating A New Chart From Scratch.
- Working With An Embedded Chart.
- Resizing A Chart.
- Repositioning A Chart.
- Printing An Embedded Chart.
- Creating A Chart Sheet.
- Changing The Chart Type.
- Changing The Chart Layout.
- Changing The Chart Style.
- Printing A Chart Sheet.
- Embedding A Chart Into A Worksheet.
- Deleting A Chart.
- Customize Chart Elements
- Create own Chart Themes
- Techniques of adding Trend lines
- Create different Chart Layout:
 - Waterfall Chart
 - Speedometer Chart
 - Gantt Chart
 - Thermometer Chart
 - Etc.
- Create Dynamic Chart

Pivot Tables & Pivot Chart

(Excel Dashboard)

- Introduction to Pivot Tables
- Introduction to Table
- Drag & Drop Techniques
- Sorting in Pivot Tables
- Pivot Fields Grouping
- Subtotals and Blank Lines Controls
- Summary Calculation
- Running Total
- Calculated Field & Calculated Item
- Use GETPIVOTDATA Function
- Limitations of Pivot Table
- Pivot Cache
- Using Slicer & Timeline (**new**)
- Creating Excel Dashboard using Pivot Tables

Power Pivot

- Introduction to Power Pivot & Power Query
- Relationship Settings
- Creating Reports using Power Pivot

What-if Analysis

- Goal Seek and its application
- Data Table and its application
- Solver

Macro

- Change Macro Security Settings
- Open a Workbook Containing Macros
- Run a Macro
- Use the Visual Basic Editor Window
- Record a Macro
- Use Relative References
- Copy, Edit and Type Macro Commands
- Run a Macro from the Code Window
- Create Macro Button
- Simple VBA Code

Protection & Hyperlinks

- Tips of Tricks of Applying Password in Excel
- Locked and Hidden Cells
- Type of Hyperlinks
- Hyperlinks to other application