

Power Excel 1 (the essentials)

Online Prework + 2 Days Classroom or 4 Virtual Sessions or Online Self-Paced



dbrownconsulting focuses on helping organizations and individuals achieve more with their data. We partner with CFA Society Nigeria to deliver world-class learning and professional development solutions to its members and candidates in Nigeria. We are also an accredited training provider of the Financial Modeling Institute based in Canada, Microsoft partners, a member of CPD UK.

Overview

Learn the foundations of Excel that never get taught to you, this will catapult your confidence when working with Excel and give you a strong base when taking on other advanced topics.

This course will teach you a methodology for working with Excel that exposes how the Excel application really works. The course highlights many shortcuts, tips and tricks to make you more productive on the job.

It is said that more than 80% of Excel users are aware of only 20% of what Excel can do. We will show you the tools, functions and techniques that will unlock the 80% of Excel you may not know about.

The course is developed by a Microsoft MVP and includes free online access to enable you chat with our trainers and your colleagues as you implement your new skills back on the job.

- The platform includes basic knowledge and definitions as well as short videos to get participants effectively prepared for the course.
- Participants are also expected to document their expectations.
- The Courses digital certificate of completion will also be issued via this platform.

Overview of Excel

- Required Laptop & Excel Settings
- Where it all Started from (VisiCalc to Office 365)
- What is Excel (The excel Interface)
- What Excel can accomplish when used properly.
- General spreadsheet skills:
- Workbooks, Worksheets, Navigation etc.
- Formatting in Excel.

Entering & Editing Worksheet Data

- What data can we use (Options Dialogue Box)
- Best practice rules when working with data
- Useful shortcut keys
- Entering Text and Values
- Entering Date & Time
- Modifying Cell Content

Essential Worksheet Operations

- The fundamentals: controlling the worksheet view & working with rows & columns
- Working with Formulas and Functions
- Looking for the right function to use
- Best practices in entering and editing functions
- The Function Argument Box
- Simple Functions: Basic Excel Functions

Working with Formulas and Functions (Cont'd)

- Joining and Splitting Text in Excel
- Joining Names and VLOOKUP
- VLOOKUP
- What it is & how to use it efficiently
- Case Study Applications
- Introducing XLOOKUP

Referencing Exercises

- Understanding the 4 ways to reference cells and ranges
- Sales Projections
- Scenario Analysis with Goal Seek Tool

Analysing Data Using Charts

- Introducing Charts
- Types of Chart: Line, Bar, Pie, Radar, XY charts etc.
- Chart elements
- Applications

Data & Reporting best practice

- 7 Golden Rules of Data
- 3 Sheet Framework for Reporting
- 4 Ways to create reports in Excel

Reporting with Pivot Tables

- Overview of Pivot tables
- Planning your Pivot reports
- Designing a Pivot Dashboard
- Top tips and tricks using Pivot tables



I've been using Excel for over a decade now and I still managed to pick up 1 or 2 more new nuggets here. Very useful training. Sets up basic principles for developing Excel models and reports in very straightforward and simple bite-size lessons. I'll highly recommend it for anyone that uses Microsoft Excel. No matter your current competence level, you'll learn something.

Modupe Sanda

How to Register

Virtual: bit.ly/dbrownPowerExcel1Virtual
Classroom: bit.ly/dbrownPowerExcel1Class
Self-Paced: bit.ly/dbrownPowerExcel1Online
Email: training@dbrownconsulting.net
Phone: +234 700TRAINING (+23470087246464)

Training Centre:

70A Adeyemo Akapo Street
Omole Phase 1, Agidingbi
Ikeja, Lagos
Nigeria

NG Office:

3rd Floor, Africa Re House
Plot 1679, Karimu Kotun Street
Victoria Island
Lagos, Nigeria

UK Office:

17 Hanover Square
Mayfair, London
United Kingdom
W1S 1BN

t: 0700TRAINING (070087246464)

t: +234 701 375 0888

t: +44 (0) 203 900 8900

...learning anywhere, everywhere.