Advanced MS Excel 365
Training Course Outline

PROGRAM OVERVIEW

This live webinar On Microsoft Excel Office 365 has been prepared for those wishing to understand the powerful features of Microsoft Excel considering that Microsoft Excel is now used worldwide by about a billion users.

Owing to the decades of experience of the facilitator in training professionals in using Excel, he is able to clearly enunciate to many users of Microsoft Excel's full capabilities. This wealth of experience has given him the insight by which Excel training should have been undertaken. The challenges of overcoming widowed practices in using Excel has to be aligned with the correct, efficient, and powerful ways through the medium of short-term training format. The facilitator, who has had more than three decades of sharing and teaching experience in Microsoft Excel (and other products of Microsoft) would be able to satisfactorily demonstrate, within the short span in this free live webinar, how viewers can simplify, amplify, and satisfy reportorial as well as visualization requirements required by their management, at whatever level they are in their organization.

A fast and easy way of generating many and various reports, through employing the simple and elegant the process of adding new data, updating existing data, and refreshing all related reports.

LEARNING OBJECTIVES

At the end of the training, participants shall be able to:

- Understand the usage, advanced functions and features of MS Excel;
- Apply them to varied situations and problems encountered at work; and
- Understand the importance of ensuring the accuracy and the security of data and apply them at all times when using this powerful spreadsheet tool.
- Learn how to generate reports in a fast and easy way through employing the simple and elegant the process of adding new data, updating existing data, and refreshing all related reports.
- Gain knowledge on the advanced capabilities of MS Excel
- Automate and eliminate repetitive tasks
- Improve work process of the employees by the application of advanced techniques
- Secure documents in just a few easy ways

Embrace the change. Enhance your set of skills. Keep on learning. We are with you at every step of the way.

PRE-REQUISITES

- Must have used MS Excel for the past 6 months, and must have the desire to enhance their current Excel skills to Level 200.

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PROGRAM DURATION | 3 DAYS, 3 hours each day

WHO SHOULD ATTEND

This course is intended to introduce participants into a step-by-step hands-on training workshop on expanding their skills and very advanced techniques in using MS Excel. Streamlining and simplifying the way Excel is used is a primary consideration for this hands-on training workshop.

Everyone who is willing to learn, enhance and expand their current understanding with MS Excel

PROGRAM OUTLINE

Day 1:

- Using Excel's built-in Format as Table (FAT) feature
- Automated formula name replication across all worksheets
- Simplified Cell referencing using static and dynamic named ranges (like bookmark recall style)
- Applying named cell ranges for more easily understandable and traceable "English-style formulas"
- Using built-in business cycles for appends, edits and report updates
- Simplifying Report generation
- Using Excel powerful lookup features such as Xlookup, Xmatch, Filter, Vlookup, Lookup
- Geo-Mapping Features

Day 2:

- Other powerful charts (Waterfall, Histograms, and many more powerful data visualizations)
- Stocks and Map Data LIVE Data
- AI-assisted features
- Natural Query Language with Visual Results
- Creating dynamic dashboards
- Updating and refreshing dynamic dashboards
- Appending data to formatted tables

Day 3:

- Creating dynamic links to worksheets
- Creating dynamic menus
- Applying themes to entire workbook
- Inserting pictures to cells
- SUMIF, COUNTIF
- GOAL SEEK

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Workshops
Wrap-up/ Summary
Open Discussion

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