

Course Content

Excel Master Class

Overview

A three-day intense course focusing on a three Phase Method: INPUT, PROCESSING, OUTPUT. This course takes a learner from INPUT (Importing of data correctly) → PROCESSING (Evaluating and Analysing Data) → OUTPUT (Reporting of Analysed Data). The course allows for interactive spreadsheets and to master advanced analysis techniques such as Charting, Pivoting and usage of Macros. You will be introduced to new features of Excel and reporting in PowerPoint.

Duration - 3 Days

Prerequisite

The learner would have completed an Excel Basic course or at least worked daily in the application for at least 3 years.

Foundational Understanding

Navigating the Interface
Setting up and entering data correctly into Excel
Formatting and Custom Format Data
Creating Custom lists for easier entry
Fixing errors in spreadsheets
Using Flash Fill (2013/2016)

Importing and Export Data

Import and Export data into Excel from different file formats
Cleaning out data in spreadsheets for analysis and Remove Duplicates
Text to Columns

Formula and Functions

Basic Formulas and Functions
Absolute versus Relative Cell Referencing
Creating and using Name Ranges
3D Formulas to link spreadsheets
Text Functions
Date and Time Functions
Logical Functions
Lookup and Reference functions
Nested Functions

Conditional Formatting

Highlight Cell Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
Using Formula to apply formats
Manage Rules

Understanding Excel Tables

Setup and format of Table Range
Apply Table Styles and Options
Using AutoFilter
Custom Views
Adding new data in table
Creating Formulas

Working with a Total Row
Utilising Freeze Panes
Insert Slicer

Charts

Creating a chart
Adding Chart Elements, applying styles and colour schemes
Working with Different Chart Types
Secondary Axis Charting
Creating Charts with Line Averages, Thermometer Charts and Sparklines

Applying Advanced Functionality

Data Validation
Creating Macros
Working with Form Controls – working with functions and assigning macros
Allow Users to Edit Ranges
Protect Worksheets and Workbooks

PivotTable and Pivot Charts

Creating Pivot Tables
Number Formatting Techniques
Designing Report Layout
Filtering Labels and Values
Summarize Data - Sum, Average, Minimum, Maximum, Count
Inserting Formulas
Date Analysis
Copying Pivot Tables
Creating Pivot Charts
Showing Report Filter Pages
Linking Pivot Tables and Pivot Graphs with PowerPoint
Conditional Formatting with Pivot Tables
Designing Reports Using the GetPivotData
Creating and Formatting PivotCharts
Adding chart elements
Moving and sizing PivotCharts

Reporting and Dashboards

Building a Dashboard
Building Chart Based & Table Dashboards
Using Camera Tool
Linking Tables & Charts in PowerPoint