

EXCEL

MICROSOFT EXCEL TRAINING COURSES 2024

Because we know how important it is for
you to manage and analyze your
business data.



COST EFFECTIVE TRAINING

Instructor-led Training delivered
onsite at your own offices,
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Session Duration – 5 hrs Full Day
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CLIENTS & PARTNERS



5.0 ★★★★★ 60 Google Reviews.

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FOR BEGINNERS LEVEL

- Introduction to sheets
- Excel menus and toolbars
- Formatting worksheets
- Inserting and deleting columns & rows
- Selecting & formatting data
- Using AutoSum for quick calculations
- How to build formulas to perform calculations
- Introduction to the basic Excel functions
- Using basic charts to display data visually
- Printing Excel spreadsheets
- Managing large workbooks with Freeze Panes



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FOR INTERMEDIATE LEVEL

- Linking data between worksheets & workbooks
- Protecting workbooks, worksheets & individual cells
- Using the Date and Time functions
- Highlighting data with Conditional Formatting
- Understanding Conditional Logic: Using IF statements
- Finding data records using the VLookup function
- Data validation: creating drop-down lists
- Sorting information using PivotTables
- Viewing data trends with PivotCharts
- Working with Named Ranges to speed data updates
- Nesting functions using IF, AND, OR



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FOR ADVANCED LEVEL

- Advanced Functions: SUMIF(S), COUNTIF(S) & AVERAGEIF(S)
- Searching databases using MATCH and INDEX functions
- Using Slicers to work with PivotTable data
- Advanced Conditional Formatting techniques
- Using Data Validation with dependent lists
- Creating and working with SCENARIOS
- Analytical Tools: using GOAL SEEK to arrive at a known value
- Creating a visual Dashboard in Excel



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CLIENT TESTIMONIALS

Great day of training with Deepak excellently delivered very patient and somehow he made what could be considered a boring subject very interesting. I have used Excel for 20+ years and thought I was quite good but learnt so much on the day. Thanks Deepak great work.

★★★★★ - *Richard Appleton*

Deepak's training was excellent. I'm completely new to Excel but, thanks to his clear and patient tuition, I've already built my own spreadsheet so I no longer have to do calculations by hand and have saved myself acres of time. Recommended 100%.

★★★★★ - *Alexa Brummer*

Deepak was very professional. He is an expert in the field and helped me out a lot. He is 100% a great tutor not only for students but professionals at other fields who need to improve the excel skills. He is very patient and explains everything thoroughly. I recommend him highly.

★★★★★ - *Mina Nozari*

Deepak is a great teacher: calm, professional with ability to teach. As we all know you can be keen to learn but who&how teach you matters a lot. His attitude is great, his Excel advanced knowledge is excellent. Highly recommended!

★★★★★ - *Dorota Mezykowska*