

EXCEL

MICROSOFT EXCEL TRAINING COURSES FOR YOUR TEAM

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



COST EFFECTIVE TRAINING

Instructor-led Training delivered onsite at your own offices, anywhere in the UK.






EASY AND CONVENIENT

Session Duration – 5 hrs Full Day or Multiple Sessions Onsite or Online Training as per your convenience.



CONTACT US

 www.sharma-academy.com
 info@sharma-academy.com
 +44 (0)7440030334

CLIENTS & PARTNERS



Highest Rated Trainer in Hampshire

5.0 ★★★★★ Google

EXCEL

MICROSOFT EXCEL TRAINING COURSES 2025

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



EXCEL

MICROSOFT EXCEL TRAINING COURSES 2025

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



EXCEL

MICROSOFT EXCEL TRAINING COURSES 2025

FOR ADVANCED LEVEL

- Nesting functions using IF, AND, OR
- 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



EXCEL

MICROSOFT EXCEL TRAINING COURSES 2025

CLIENT TESTIMONIALS

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

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 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 excel lent. Highly recommended!



- Dorota Mezykowska

