



Executive Excel Advanced Training



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committed to skills development



Course Content

- Subtotal Function
- Using the Subtotal Function
- Using a Filter to Analyse Subsets
- Modifying the Subtotal Function
- Relative and Absolute referencing
- Relative referencing
- Absolute referencing
- Mixed cell referencing
- Range Names
- Data Validation
- Create a List of Items
- Creating a Data validation list
- Create Restricted Entries
- Create Custom Settings
- Protect the List
- Formulae
- Simple Vlookup
- VLOOKUP Approx.
- COUNTIF
- SUMIF
- Left, Right and Mid Formulae
- Flash fill • Concatenate
- Text to Columns
- Working with comments
- Inserting comments
- Printing comments
- Pivot Tables & Pivot Charts
- Creating a Pivot Table
- Formatting the Pivot Table
- Creating a Pivot Chart
- Contents of the budget database
- Adding more columns
- Drilling down on a balance
- Breaking down by department
- Hide detail and show detail
- Excel advanced filter-introduction
- Apply an excel advanced filter
- Using goal seek
- The scenario manager
- Scenario manager more examples
- Creating simple macros
- Recording the macro
- Stopping the macro recording
- Playing the macro
- Deleting a macro
- Conditional formatting
- Applying formulae to conditional formatting
- Creating 3-D formulas
- Inserting a hyperlink
- Additional formulae
- Sparklines
- Glossary of short cut keys



Executive Excel Advanced Training



Microsoft Excel is one of the world's most widely used applications for numeric calculations, processing and reporting in both the business and private environment. It is unfortunately also one of the most under utilised applications when it comes to processing and reporting capabilities.

Most business executives (middle management and upwards) and their PA's or secretaries can perform basic calculations and create perhaps a handful of graphs. Excel functions like all the lookup functions, pivot tables and macros just sound too complicate to use, while they are in fact some of the most valuable tools built into this powerful business package.

Due to the lack of knowledge of the powerful functions of Excel, many hours are wasted in trying to find a way to measure, look up, calculate or represent certain info in different ways. This could have been calculated in a matter of seconds if the user knew these functions and formulas, already at their fingertips.

It is not as hard as one might think to go from a basic Microsoft Excel user, to a power user, through the **College Africa Group's Executive Excel Advanced Training Course**. The course focuses on dataanalysis and reporting in Excel, which are key aspects in any business.

This comprehensive Executive Excel Advanced Course builds on the grounding which was learnt in the Excel Essentials and Intermediate courses. The Executive Excel Advanced course covers some of the most advanced features and functions of Excel. On completion the delegates will be in the **top 10%** of Excel users in Southern Africa

➤ Who will benefit from this course?

- ❖ CEO's and MD's
- ❖ Sales Managers
- ❖ System Analysts
- ❖ NGO's
- ❖ SME Owners
- ❖ Finance Managers
- ❖ Lawyers
- ❖ Business Analysts
- ❖ Bankers
- ❖ PA's of Executives
- ❖ HR Managers
- ❖ IT Managers
- ❖ Government Organisations
- ❖ Consultants
- ❖ Secretaries of Executives

➤ Where is the course presented?

Open public courses

The courses are hosted at high quality hotels, conference venues and Regus offices in South Africa and throughout the rest of Africa.

College Africa Group specialises in small class sizes which facilitates group discussion and ensures that everyone receives personalised attention.

Our expert facilitators deliver international trends with regional best practices to ensure the most appropriate solutions and strategies are presented.

In House training

We offer onsite training as it allows for privacy and customisation when required. Minimum of five delegates especially for Soft Skills courses which are only offered on request. Terms and conditions apply.

➤ What version of Excel is used for training?

College Africa Group presents this course by default in the latest version of Excel, but on request with In House training and with group bookings in the case of public courses present in can, on request present, present the course on older version (terms and conditions apply).

➤ Who compiled the course?

The course is compiled by founding members Arnold and Jenny Muscat, with their combined 35 years plus of Excel experience and are also authors of various Microsoft Office eBooks and publications.

➤ **Does the College Africa Group comply with South Africa's BEE standards?**

The Group has a BEE Level 2 Company rating, 51% Black owned.

➤ **Can the course be customised for my company's in house needs?**

Yes, it is one of the main advantages of in house training. The training program will be determined after consultation with your training coordinator. The course can be especially designed to meet your unique needs and requirements.

➤ **Some of the benefits of such a bespoke training are:**

- Exclusivity
- Cost savings
- College Africa Group can incorporate your work documents into the training
- The course can be customised to meet your specific needs and requirements.
- Consultancy services are offered. For more information, contact sales@collegeafricagroup.com.
- Group pricing

What benefits does it have to obtain Executive Excel Advanced Training through College Africa Group?

- Training delivery is practical, hands on and interactive.
- Insurance that everyone gets personalised attention.
- Expert Seta approved facilitators present this course.
- Venues are of the highest quality throughout Africa.
- Every delegate receives a well- designed and professional manual, as well as a certificate of attendance.
- Three months' FREE email support on the material trained.
- Pre- assessments are provided free of charge prior to enrolment in order to ensure that the delegates have the required Excel skills set to master the Executive Excel Advanced course.
- Skills gap training is also offered.
- Post course feedback is obtained after each day's training.

➤ **Want to know more about the College Africa Group or this course? Expert trainers since 2005**

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Media, Information and Communication Technologies
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Accelerating quality skills towards an information savvy society