



COLLEGE AFRICA GROUP

Discover your Potential

Executive Excel Advanced Training

College Africa Group is based in South Africa and provides specialised custom Microsoft Office and Management learning solutions across Africa. College Africa Group was established in 2005 in order to address the skills shortages in Africa.

Our specially designed training workshops address current issues and trends. Our expert facilitators are willing to share their vast knowledge and experience via interactive training sessions.

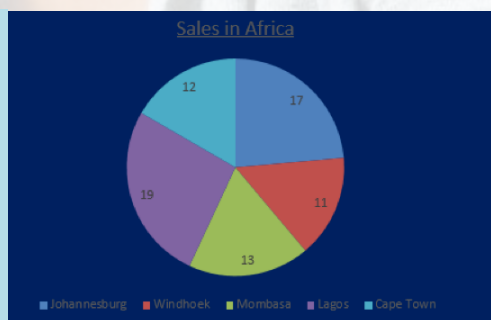
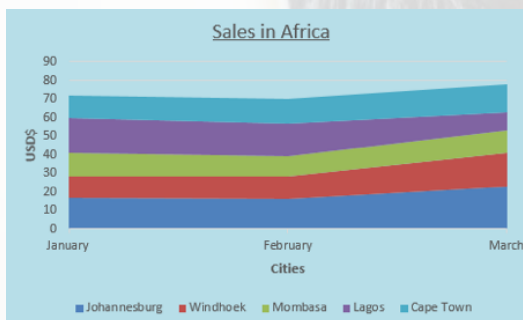
We ensure that every delegate interacts in the workshop and that they receive personalised attention throughout the training.

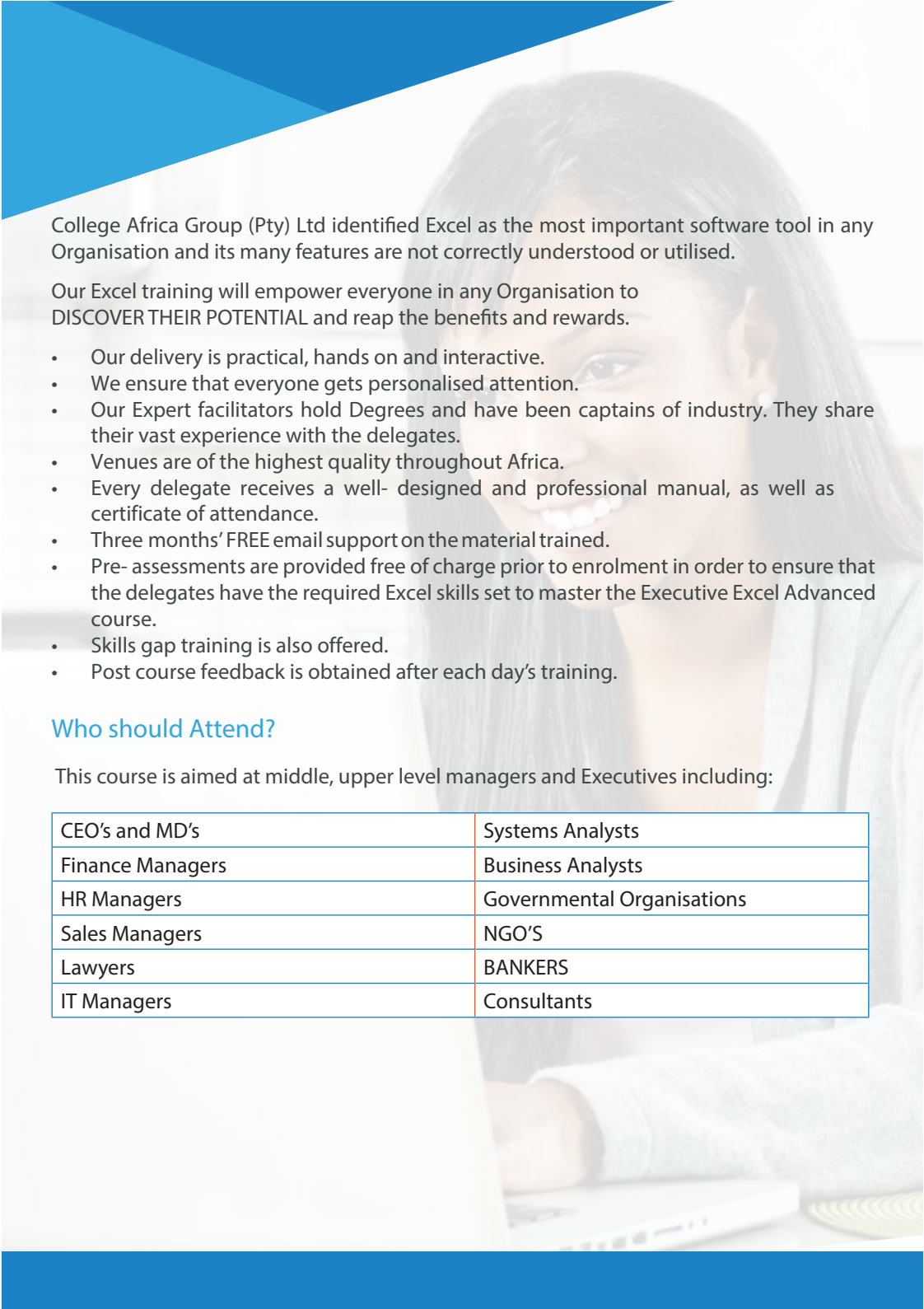
College Africa Group is helping people in Africa to **DISCOVER THEIR POTENTIAL** through learning.

Executive Excel will allow you to master Excel and Discover your Potential and become the Executive that is within you!

This course covers the most important advanced features of Excel. This is an intense interactive hands on two - day course which will provide the professional delegate with excellent advanced Excel skills in order to create complex spread sheets and formulae. Master Pivot tables, Vlookup and much more!

Our expert facilitators will share their knowledge so that the delegate is able to integrate excel functions in order to achieve the desired result that is often required in the workplace





College Africa Group (Pty) Ltd identified Excel as the most important software tool in any Organisation and its many features are not correctly understood or utilised.

Our Excel training will empower everyone in any Organisation to DISCOVER THEIR POTENTIAL and reap the benefits and rewards.

- Our delivery is practical, hands on and interactive.
- We ensure that everyone gets personalised attention.
- Our Expert facilitators hold Degrees and have been captains of industry. They share their vast experience with the delegates.
- Venues are of the highest quality throughout Africa.
- Every delegate receives a well- designed and professional manual, as well as 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.

Who should Attend?

This course is aimed at middle, upper level managers and Executives including:

CEO's and MD's	Systems Analysts
Finance Managers	Business Analysts
HR Managers	Governmental Organisations
Sales Managers	NGO'S
Lawyers	BANKERS
IT Managers	Consultants

LEADERS IN PUBLIC & IN HOUSE FACILITATION THROUGHOUT AFRICA

Open public courses

This course is hosted at high quality hotels and/or four star+ conference venues throughout Africa.

We specialise 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.

The enrolment price includes arrival, mid -morning teas and a three course lunch. Delegates are to bring their own laptops for the training.

In house training

Why you should consider in house training?

Your Organisation will be the recipient of bespoke training. We will determine the training program after consultation with the training coordinator. The course can be especially designed to meet your unique needs and requirements.

Our Internationally recognised expert facilitators will share their vast knowledge. They are authors of many Excel and Microsoft Office eBooks and publications.

Some of the benefits 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 Arnold at sales@collegeafricagroup.com.

Early booking discounts

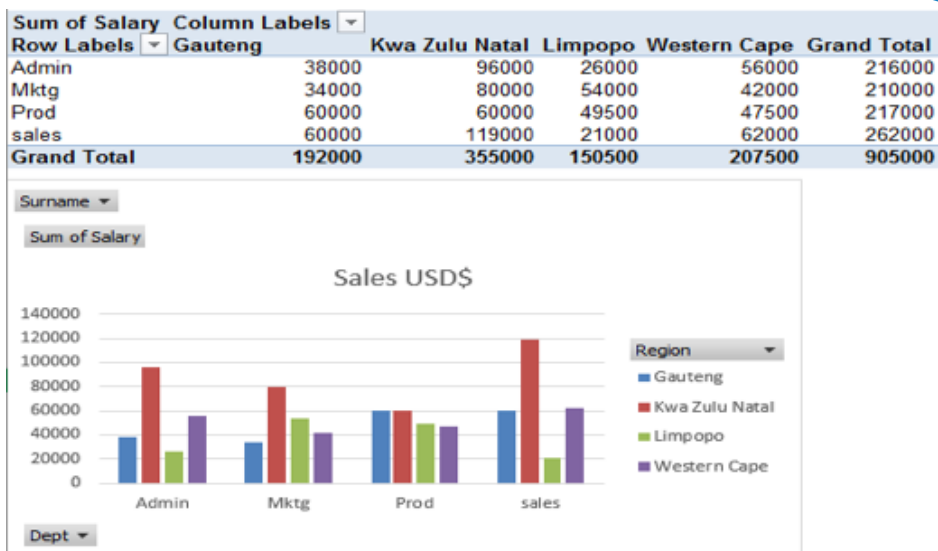
- Register 6 weeks before the course and save 10% for group bookings of 4+ participants.
- In house group bookings, minimum of eight participants can benefit from a massive 15% off the full investment:



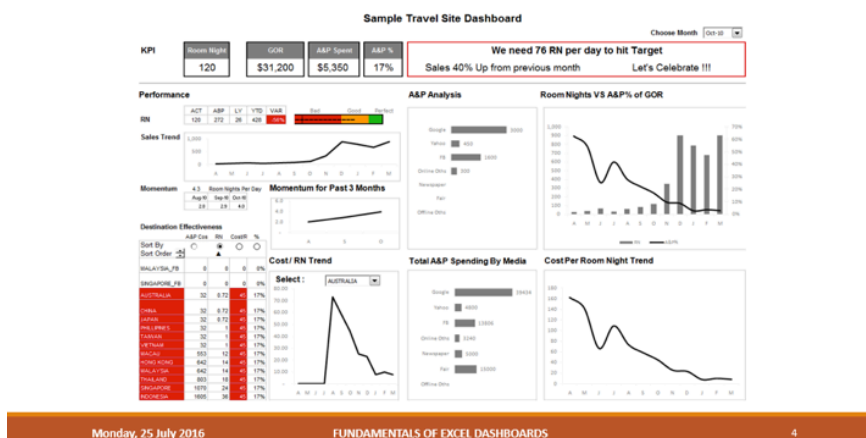
Executive Excel - Data Analysis and Reporting in Excel

Table of Contents

- Subtotal Function
- Using the Subtotal Function
- Using a Filter to Analyse Subsets
- Modifying the Subtotal Function
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- Creating a Pivot Table
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- Breaking down by department
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- Excel advanced filter-introduction
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- The scenario manager
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- Creating 3-D formulas
- Inserting a hyperlink
- Additional formulae
- Sparklines
- Additional exercises
- Glossary of short cut keys



On completion the delegates will be sufficiently prepared to attend the Excel DashBoarding Essentials course.



For more information, contact Arnold at sales@collegeafricagroup.com

Our Expert Facilitators



ARNOLD MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Economics (UNISA). He also obtained a First Class pass with IMM. He has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD.

Arnold began using spreadsheets in the 1980's before Microsoft Office was introduced and has been a continuous and progressive user of MS office and related programmes for the past 20 years. He has been involved with training since 2003 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



JENNY MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Industrial Psychology (UNISA). She also obtained a Diploma in PR and in Real Estate. She has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director.

Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. She joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa

Arnold and Jenny are the co-authors of many Microsoft Office eBooks and publications.