



IT119: Advanced Excel

Training Description:

Our advanced Microsoft Excel training course shows you advanced Excel skills that apply to creating smart adaptive Excel business tools. Our advanced Excel training course focuses on creating Excel analysis and data processing tools using advanced formulas, array formulas, logic, ActiveX controls, conditional formatting, data validation, pivot tables, pivot charts, Excel tables, relationships, and MS Query.

The training course offers a plethora of knowledge on Microsoft excel and will equip participants to display a better grasp of its use. The training course outline is up to date and pertinent to marketplace requirements, thus catering well to all analytical prediction of training needs in the specified area. A customised proposal can also be arranged, to suit the training requirement of your team.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the intermediate functions of Microsoft® Excel 2010, and how it is different from the basic version
- ✓ Understand how to navigate efficiently to the relevant tools within the Microsoft® Excel Chart Basics
- ✓ Prepare and format Microsoft® Excel sheets and working with multi worksheets
- ✓ Be able to format various chart styles
- ✓ Proficiently use Advanced Charting
- ✓ Be able to use different viewing options
- ✓ Be able to use all advanced formatting and display options
- ✓ Be able to consolidate data and formatting charts
- ✓ Inserting pivot tables and charts into your Excel sheets
- ✓ Be able to secure, protect and customise your workbook
- ✓ Understand how to use macros and be able to use all logical and statistical functions
- ✓ Understand advanced financial functions including all Lookup functions
- ✓ Understand and utilise advanced data management

Training Designed for:

This course is intended for those professionals who are looking to use advanced Excel techniques to improve their computing efficiency and their ability with financial applications.

Prerequisites:

Excel 2010 Intermediate or equivalent skills. Must be able to work with multiple worksheets, use named ranges, and work with functions.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.” Each participant is advised to bring their own laptop with MS office installed.

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore

possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ Creating and Working with Tables
- ❖ Working with Multiple Excel Worksheets
 - Renaming Your Sheet
 - Inserting & Deleting Sheets
 - Changing the Order of Your Sheets
 - Creating A Copy of a Sheet
- ❖ Creating Charts Within Microsoft® Excel
- ❖ Chart Basics
 - Viewing Various Preset Chart Options Available Within Microsoft® Excel
 - Resizing A Chart
 - Formatting the Text, Colour, Etc., Within A Chart
 - Copying & Moving Charts Within Worksheets
- ❖ Advanced Charting
 - Chart Formatting Options
 - Combination Charts
 - Graphical Elements
- ❖ Using the Different View Options Available & Understanding Their Benefits
- ❖ Setting the Print Area for Your Sheet
- ❖ Inserting Headers & Footers
- ❖ Repeating Rows & Columns on Printed Sheets for Easy Viewing
- ❖ Using the Paste Special Options
- ❖ Importing & Exporting Text
- ❖ Naming Cell Ranges for Easy Viewing
- ❖ Advanced Formatting
- ❖ Working with Subtotals
 - Creating & Removing Subtotals
- ❖ Formatting & Display
 - Formatting Tables Using Preset Styles
 - Customising Preset Styles
 - Using Conditional Formatting Options for Easy Formatting as You Type
 - Hiding & Unhiding Rows, Columns & Worksheets
- ❖ Use the Sort & Query Functions
 - Customising The Sort Function
 - Applying Single / Multiple Filters to Data
 - Customising The Filter Queries
 - Removing Filters

- ❖ Consolidating Data
 - Combining Data from Various Cells into A Single Cell
 - Linking Cells, Charts, Etc., – In Same & Different Sheets
- ❖ Formatting the Following in Your Charts:
 - Pie Chart Angles
 - Formatting & Positioning the Chart Axis, Chart Title & Chart Legend
 - Changing the Chart Design After A Chart Has Been Created
 - Adding & Deleting A Data Series Within A Chart
- ❖ Inserting Pivot Tables & Charts into Your Excel Sheets
- ❖ Protecting Your Workbook
 - Adding A Password Protection for Your Workbook
 - Finalising Your Workbook As 'Read Only'
 - Defining Data Entry Rules to Prevent Incorrect Information Being Entered
 - Customised Protection for Your Workbook to Allow Selective Editing
- ❖ Macros
 - Recording Macros to Speed Up Frequently Performed Actions
 - Assigning Shortcut Keys to Recorded Macros
- ❖ Customising The Quick Access Toolbar
- ❖ Logical & Statistical Functions
- ❖ Financial Functions
 - Using PMT Functions
- ❖ Lookup Functions
- ❖ VLOOKUP AND HLOOKUP
- ❖ Advanced Data Management
 - Observing Data Validation
 - Creating Data Validation Rule
- ❖ Course Conclusion
- ❖ POST TEST and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.



Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department