



Excel on Steroids is a more than just an advanced Excel course, it focuses on Excel features that are key to business reporting!

EXCEL ON STEROIDS

COURSE OUTLINE

Who should attend?

- **Finance professionals:** Create and analyse powerful financial reports to keep your finger on the pulse of your business
- **Sales professionals:** Effectively track your sales against target and identify performance by sales rep, area or product
- **Marketing professionals:** Maximize your ROI by keeping track of your **campaigns**
- **HR professionals:** Utilize employee turnover reports, leave reports or training and development reports to cultivate the right environment for your people

Workshop Overviews

Microsoft® Excel® Versions 2016

Workshop 1 Data Analysis

- Tell Me Text Box *
- Smart Lookup *
- Sorting, Subtotalling and Filtering Data
- Data Validation
- What-If Data Analysis
- Forecasting Sheet *
- Macros

Workshop 2 Formulas & Functions

- Data Consolidation
- Conditional Formatting Worksheet Protection
- Managing and Preparing Data
- Using Cell References
- Lookup, Text and Logical Functions
- Statistical & Mathematical Functions
- Date & Time Functions

Workshop 3 PivotTables & PivotCharts

- PivotTable Basics (New search field added in Excel 2016)
- PivotTable Options
- Formatting a PivotTable (New Automatic Time Grouping added in Excel 2016)
- Calculated Items & Fields
- Sort & Filter a PivotTable (New Multi-Select Slicer in Excel 2016)
- Consolidated PivotTable
- PivotCharts & Sparklines
- 3D Maps

**New in Excel 2016
2016 is available for classroom

Benefits

- A pre-assessment to assess your current Excel skills [<Click Here>](#)
- E-mailed exercises to practice
- A post-assessment after each course to assess your NEW Excel skills
- 3 months e-mail support
- 12 verifiable CPD hours
- Weekly Excel Tips & Tricks
- Small groups to ensure individual attention

Duration

2 Days

Pre-requisites

It is assumed that you are an intermediate/Level 2 MS Excel user who understands the basics of MS Excel as a spreadsheet application.

Enquire Today

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How do we measure up?

What makes Excel on Steroids different to Most other Microsoft® Excel® courses?

Excel on Steroids	Most Other Advanced Excel Courses
<p>Specific to business reporting Expert focus on particular Excel features & functions relevant to Business reporting e.g. We spend ½ day on Pivot Tables</p>	<p>No pre-assessment</p>
<p>What's your Excel IQ? Free pre-assessment to determine your Excel skill level</p>	<p>General tour of Excel functionality Coverage of a broader range of Excel features and functions e.g. only spends 15 min on PivotTables at a superficial level</p>
<p>Real business scenarios used in exercises during training! Run by Sage Intelligence, experts in business reporting in Excel Only Sage Intelligence product courses and specialized Excel courses are delivered</p>	<p>No practical exercises during training Administered by a Training College Excel courses are among many other IT courses offered</p>
<p>Customized user-friendly manuals developed in-house with user' needs in mind</p>	<p>Standard Microsoft Excel manuals</p>
<p>Training provided in focused Workshops</p>	<p>Various advanced Excel topics to process in a day</p>
<p>Expert trainers who focus solely on Excel</p>	<p>General trainers who teach various applications</p>
<p>Good food</p>	<p>Good food</p>
<p>Choice of online training Excel yourself anytime, anywhere in the world!</p>	<p>No/limited online training</p>
<p>Post-training assessment & 3 months free email support Includes exercises to practice</p>	<p>'Goodbye' and 'thank you' For attending'</p>
<p>Certificate of competence</p>	<p>Certificate of attendance</p>



Make use of our year end price reduction promotion and book before or on 11 July to qualify for a 20% discounted rate.

How many of your employees use Excel frequently for business reporting?

Microsoft® Excel® is one of the world’s most widely used business tool for businesses and accountants around the world, yet most people only scratch the surface when it comes to using it optimally. Our Excel courses are designed to help **save time** and:

- Increase productivity and performance
- Enhance Excel reporting skills

Promotion Ends:

Book and pay on or before 11 July 2017

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Accreditation no: ACC/2014/00/180
Media, Information and Communication Technologies
Sector Education and Training Authority

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