



TRAINING

2007 Excel on Steroids Workshop 1,2 and 3

This training course is divided into the three workshops listed below:

Workshop 1: Business Reporting using Formulas and Functions:

Course Duration	½ Day Workshop	Investment per delegate vat inclusive: R1 288
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- By viewing multiple windows you can Copy and Move worksheets between workbooks
- Save time on data capturing in multiple worksheets by using Grouping
- Consolidating worksheets by using Paste Special
- Quickly identifying certain transactions and highlighting duplicates by using Conditional Formatting
- Ensuring certain cells cannot be selected and formulae protected by using worksheet Protection
- Simplify formulae by using Named Ranges
- Using powerful Functions to develop your Report such as Lookup Functions, Text Functions, Logical Functions, Information Functions, Statistical Functions and Mathematical

Workshop 2: Managing Data lists and Macros

Course Duration	½ Day Workshop	Investment per delegate vat inclusive: R1 288
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- Sorting your list in any specific order by using a Custom List
- Using Subtotals to analyze your list to view totals by category
- Identifying certain data based on a criteria by using Filtering
- Ensuring you have consistent data capturing by using Data Validation
- Summarizing your rows and columns by using Group and Outline and create Custom Views
- Forecast outcomes by creating Scenarios
- Simplify repetitive tasks by recording, viewing, running, and editing Macros

Workshop 3: Data analysis using PivotTables and Pivot Charts

Course Duration	½ Day Workshop	Investment per delegate vat inclusive: R1 288
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- Understanding the definitions and layout of a PivotTable
- Summarizing data by creating a PivotTable
- Improving the look and feel of the PivotTable by Modifying and Formatting an existing PivotTable
- Saving time creating a new PivotTable by moving or copying an existing PivotTable
- Using Pivot Tools to manage your PivotTable effectively
- Creating specific formulae within your PivotTable by using a Calculated field
- Summarizing dates into Months, Quarters and Years by using Grouping
- Graphically representing your PivotTable by creating a PivotChart