

Excel Master Class

What Can You Expect?

This intense course focuses on the three Phase Method:

- INPUT (Importing of data correctly)
- PROCESSING (Evaluating and Analysing Data)
- OUTPUT (Reporting of Analysed Data).

What Is Required From You?

You should have completed an Excel Intermediate and Advanced course or at least worked in Excel on a daily basis at an advanced level for 3 or more years.

3 Day Course Content

Foundational Understanding

- Navigate the User Interface
- Set up and enter data correctly
- Formatting and Custom Format Data
- Creating Custom Lists
- Fixing errors in spreadsheets
- Using Flash Fill
- Hide and Unhide Columns/Rows

Importing and Export Data

- Import & Export data
- Remove Duplicates
- Text to Columns

Formula and Functions

- Basic Formulas and Functions
- Absolute vs Relative Cell Referencing
- Creating and using Name Ranges
- 3D Formulas to Link Spreadsheets
- Text Functions
- Date Functions
- Logical Functions
- Lookup and Reference Functions
- Nested Functions
- Formula Editing Tools

Conditional Formatting

- Utilising the built in formats
- Using Formula to Apply Formats
- Manage Rules

Unit Standard Alignment

SAQA ID: 258879 **NQF Level:** 3 **Credits:** 3
US Title: Change the Appearance of a Spreadsheet

Understanding Excel Tables

- Setup and format
- Apply Table Styles and Options
- Adding new data in table
- Creating Formulas
- Working with Total Rows
- Insert Slicers

Charts

- Creating a chart
- Adding Chart Elements
- Format Chart
- Different Chart Types
- Secondary Axis Charting
- Show Trends

Advanced Features

- Data Validation
- Creating Macros
- Protect Worksheets & Workbooks
- Comments

Templates

- Create and Edit
- Save a Template

PivotTable and Pivot Charts

- Creating PivotTables
- Formatting PivotTables
- Filtering
- Inserting Formulas
- Date Grouping
- Copying PivotTables
- Creating Pivot Charts
- Showing Report Filter Pages
- Creating and Formatting Pivot Charts
- Moving and sizing Pivot Charts

Reporting and Dashboards

- Building a Dashboard
- Linking PivotTables in PowerPoint

Managing Data

- Sorting
- Using Autofilter
- Custom Views
- Subtotals
- Consolidate
- Text to Columns



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