Advanced Excel Master Class

COURSE CONTENT

LEVEL I

Data Presentation with charts

➢ Types of charts and their specific uses.

Data Analysis Report with Pivot Tables & Pivot Charts

➢ Analyzing and generating reports of large data using PivotTables.

➢ Creating PivotTables, editing and updating changes in PivotTable.

➢ Using Slicers in Pivot Table

➢ Creating Pivot Chart

Sorting And Filtering data

➢ Sort data as per value, color, icons

➢ Filter based on Font/Cell Color

Manipulating Dates

➢ Dates formats

➢ Extracting Day, Month or Year from a date value

➢ Extracting Day, Month or Year from a date value using TEXT Formula

➢ Extracting end month from a date value

4th Floor, Mayfair Suites, Westlands [a] P.O Box 10090,00100 Nairobi,Kenya
[t] +254 (20) 4442601 [e] info@corporatestaffing.co.ke [w] www.corporatestaffing.co.ke

RECRUITMENT & TALENT MANAGEMENT SOLUTIONS

Understanding References

➢ Relative, Absolute & Mixed reference

➢ Referencing different workbooks

➢ Utilizing Dynamic Named Ranges for writing formulae's

Advanced Excel Shortcuts

➢ Extensive exercise on excel shortcuts

➢ Doing away with the mouse

➢ Mastering the shortcut window

LEVEL II

Advanced Excel Formulas

➢ Logical Functions

✓ Ifs and Nested Ifs Statements

✓ Error handling using IFERROR

➢ Text Formulas

✓ CONCATENATE

✓ FIND V/S SEARCH

✓ LEFT, RIGHT, MID

✓ UPPER, PROPER, LOWER

➢ Lookup Formulas

✓ VLOOKUP & HLOOKUP

✓ INDEX & MATCH

➢ SUMPRODUCT Function

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Data Validations and Protection

➢ Specifying a valid range of values for a cell

➢ Specifying a list of valid values for a cell

➢ Creating Drop down list

Financial Analysis and Formulas

➢ Project Appraisal o Using IRR o Using NPV

➢ Loan Modelling

➢ Modelling instalments o Modelling loan balances

➢ Making a decision between a flat-rate v/s reducing balance priced loans o Effective interest rates

Budgeting under Scenarios

➢ Introductions to planning scenarios; Best Case, Base Case & Worst Case Scenarios

➢ Use of Combo Box and CHOOSE function to automate scenario analysis

➢ Build a scenario-based budget model

Introduction to Excel Macros and VBA for Programming

➢ Introduction to Excel Macros

➢ Sheet Controls and User Form Controls

➢ Recording simple macros

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