



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

### Who should attend?

- **Finance professionals:** Create and analyze 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

### What is covered in this course?

This course consists of three courses covering specific topics and features relevant to Excel 2013

#### Data Analysis

- Sorting, Subtotalling & Filtering Data
- Data Validation
- What-If Data Analysis
- Power View (*New in Excel 2013!*)
- Macros
- Creating Custom Views & Comparing Workbooks
- Collaborating on a Shared Workbook
- Saving Your Document Online (*New in Excel 2013!*)

#### Formulas & Functions

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

#### PivotTables and PivotCharts

- PivotTable Basics (*New in Excel 2013! - Recommended PivotTables*)
- PivotTable Options
- Formatting a PivotTable
- Calculated Items & Fields
- Sort & Filter a PivotTable (*New in Excel 2013! - Creating a PivotTable Timeline to Filter Dates*)
- Consolidated PivotTable
- PivotCharts & Sparklines
- Creating a PivotTable to Analyze External Data
- Quick Explore and Hyperlinks
- Handy Features (*New in Excel 2013! - Viewing Two or More Worksheets*)

#### Benefits

After attending this course you'll save time through:

- Increased productivity and improved performance
- Enhanced Excel reporting skills
- Better decision making through improved report presentation and analysis

#### Extra value-adds

- Emailed exercises to practice.
- 3 months access to the Sage Intelligence Academy
- Assessments after each workshop to measure your new Excel skills.
- Certificates on completing and passing each assessment.

For more info, visit: [www.excelonsteroids.co.za](http://www.excelonsteroids.co.za)  
or contact us at [training.sales2@sage.com](mailto:training.sales2@sage.com) | +2711-304-1400