



*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

The course is divided into three workshops covering specific topics in Excel. The workshops are available for Microsoft® Excel® 2007, 2010, 2013 and 2016 and can be done classroom-based or online.\*

### Learning Outcomes

#### Microsoft® Excel® Version 2016

##### Workshop: Data Analysis

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

##### Workshop: Formulas & Functions

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

##### Workshop: PivotTables and 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 and Fields
- Sort & Filter a PivotTable (New Multi-Select Slicer in Excel 2016)
- Consolidated PivotTable
- PivotCharts and Sparklines
- 3D Maps

\*New in Excel 2016

\*2016 is available for classroom training only.

### Benefits

- 3 month's email support
- Online assessments & certificates
- Emailed exercises to practise
- Pre-assess your current Microsoft Excel skills

## Microsoft Excel Version 2013

Version 2013 of Excel has additional functionality which is not included in versions 2007 and 2010, hence the course content differs.

### Workshop: 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!)

### Workshop: Formulas and Functions

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

### Workshop: 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)

## Microsoft® Excel® Versions 2007 and 2010

### Workshop: Formulas and Functions

- Personalize your ribbon/s (Excel 2010)
- Copy and Move worksheets between workbooks
- Save time on data capturing by using Grouping
- Consolidating worksheets by using Paste Special
- Quickly identify certain transactions using Conditional Formatting
- Learn how to protect your worksheets
- Simplify formulae by using Named Ranges
- How to use powerful functions to develop your report

### Workshop: Data Lists and Macros

- Sorting lists using Custom List
- Using Subtotals to analyze your list to view totals by category
- Identifying certain data by criteria 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 using Macros

### Workshop: PivotTables and PivotCharts

- Learn how to layout a PivotTable by using your summarized data
- Formatting an existing PivotTable
- Moving and copying an existing PivotTable
- Using Pivot Tools to manage your PivotTable effectively
- Excel 2010 includes using slicers to filter and for connection to another PivotTable
- Create and customize Sparkline's (only in Excel 2010)
- 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

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For more info, visit: [sage.com/za](http://sage.com/za)  
or contact us at 031-537-7244