



In this course you will learn how to take advantage of some of the more advanced features of Microsoft® Excel® to prepare and present your business data.

Who should attend?

Directors, Managers, and anyone else who uses Excel extensively for report writing. After attending the course you will return with an advanced understanding of relevant Excel functionality and practical know-how that will help you analyze your business data intelligently and present it visually which will lead to improved decision-making.

Prerequisite

A sound knowledge of the advanced features and functionality in Excel used for business reporting (prior attendance of our Excel on Steroids course qualifies you as an advanced Excel user).

Learning Outcomes

Microsoft® Excel® Version 2010

- Design meaningful Dashboard Reports catering to your audience's requirements and goals following Dashboard design best practise.
- Create dynamic data models which will serve as the back-end of your Dashboard using advanced functions and formula.
- Create PivotTables and PivotCharts.
- Explore alternative visualization techniques like sparklines and conditional formatting for at-a-glance analysis
- Create advanced and custom charts
- Create an interactive, macro-charged Dashboard.

Benefits

- 3 month's email support
- Online assessments & certificates
- Emailed exercises to practise
- A pre-assessment to assess your current Excel skill.
- A post-assessment after each course to assess your new Excel skill

For more info, visit: www.excelonsteroids.co.za/workshops/plus
or contact us 011-304-1400