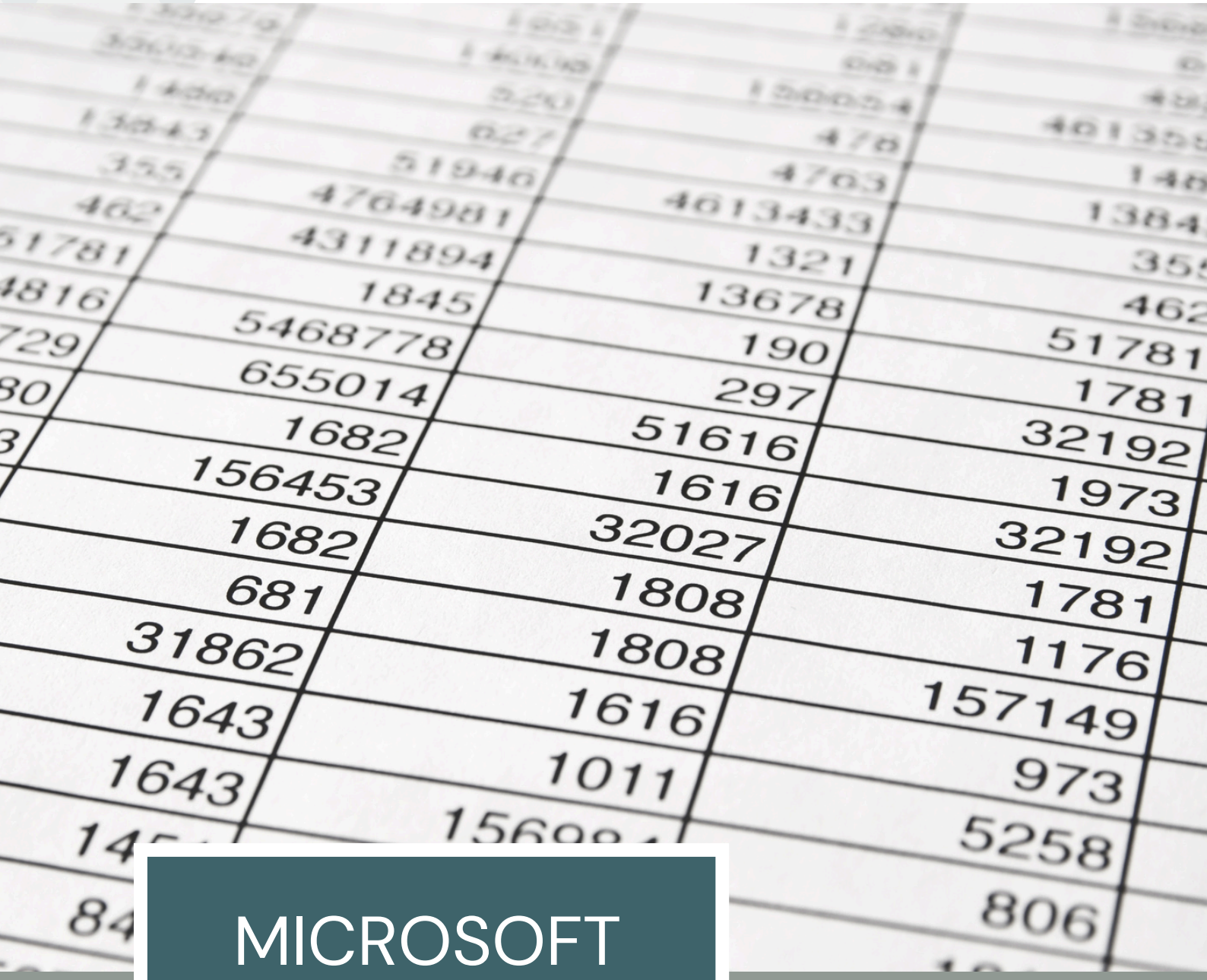
CANTAMESSA ASSOCIATES

SMART ZONE

FINANCIAL



MICROSOFT EXCELL

2 DAY COURSE

010 085 0918 www.zoneups.com 405 Cliff Ave, Waterkloofridge, Pretoria

View Public Dates

2 Days

Accessible from any Location on any Device

Certificate of Attendance

ABOUT THE COURSE

Classroom: R4,950 Excl. VAT | **Virtual Training:** R4,500 Excl. VAT

This two-day short course in Microsoft Excel is designed to provide participants with a solid understanding of Excel's key features and functions. The course is aimed at professionals who want to enhance their spreadsheet skills, streamline data management, and perform complex analyses efficiently.

Participants will begin with an introduction to the fundamental features of Excel, including basic formulas, functions, and data formatting. The course will then cover advanced topics such as pivot tables, data visualization, and complex formula construction, allowing users to analyze and present data effectively.

The hands-on nature of the course ensures that participants gain practical experience with real-world scenarios, including creating charts, using advanced functions, and automating tasks with macros. By the end of the course, attendees will be proficient in using Excel to manage data, generate reports, and perform detailed analyses, making them more effective in their roles.

This course is ideal for individuals who want to improve their proficiency in Excel, whether for business reporting, data analysis, or personal use. It provides the skills needed to leverage Excel's powerful capabilities and enhance productivity in a short timeframe.

WHAT WILL YOU LEARN

- **Basic Excel Functions**
  - Understand and apply essential formulas and functions such as SUM, AVERAGE, and VLOOKUP.
- **Data Formatting**
  - Format cells and ranges, use conditional formatting, and apply styles for clearer data presentation.
- **Advanced Formulas**
  - Utilize complex functions like IF, INDEX-MATCH, and nested formulas for more sophisticated calculations.
- **Pivot Tables**
  - Create and customize pivot tables to summarize and analyze large data sets effectively.
- **Data Visualization**
  - Create and modify charts and graphs to visually represent data trends and insights.
- **Data Analysis Tools**
  - Use tools like data validation, sorting, and filtering to manage and analyze data efficiently.
- **Automation with Macros**
  - Record and run macros to automate repetitive tasks and streamline workflows.
- **Data Import and Export**
  - Import data from various sources and export Excel data to different formats for reporting and sharing.

Target Audience

- Business Analysts
- Administrative Assistants
- Financial Analysts
- Project Managers
- Data Entry Specialists
- Marketing Professionals
- Anyone seeking to improve Excel skills

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COURSE
PROGRAM AGENDA

Day 1

- **Introduction to Excel**
  - **Overview of Excel interface and basic functionalities**
  - **Navigating workbooks, worksheets, and cells**
- **Basic Formulas and Functions**
  - **Using essential functions (SUM, AVERAGE, COUNT, etc.)**
  - **Creating and editing simple formulas**
- **Data Formatting**
  - **Formatting cells and ranges (numbers, text, dates)**
  - **Applying conditional formatting for better visualization**
- **Data Management**
  - **Sorting and filtering data**
  - **Using data validation to control inputs**
- **Charts and Graphs**
  - **Creating and customizing basic charts (bar, line, pie)**
  - **Formatting chart elements for clarity**

Day 2

- **Advanced Formulas**
  - **Using complex functions (VLOOKUP, HLOOKUP, IF, INDEX-MATCH)**
  - **Combining functions for advanced calculations**
- **Pivot Tables and Pivot Charts**
  - **Creating pivot tables to summarize data**
  - **Designing and customizing pivot charts**
- **Data Analysis Tools**
  - **Utilizing Excel's built-in data analysis tools (e.g., What-If Analysis, Goal Seek)**
  - **Performing data analysis with tables and ranges**
- **Introduction to Macros**
  - **Recording and running basic macros**
  - **Understanding macro basics and automation concepts**
- **Importing and Exporting Data**
  - **Importing data from external sources**
  - **Exporting Excel data to different formats**
- **Wrap-Up and Q&A**
  - **Recap of key concepts and skills**
  - **Addressing participant questions and providing additional resources**

Features of this Course

- Expert Facilitators
- Accessible from any Location
- Intensive Sessions
- Meet Workplace Demands
- Skills Directly Applicable in the Workplae

SMART ZONE

SHORT COURSE TRAINING FORMATS

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

Have a group of delegates and want a tailored organisation-specific training solution? **Onsite training** is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

BENEFITS OF THIS SHORT COURSE

- Increases Productivity
- Leads to Competitive Advantage
- Staff Acquire Vital Skills
- Motivates & Empowers Staff
- Counts towards B-BBEE Score
- Provides Networking Oppotunities
- Staff Earns Credits towards Qualifications
- Immediate Increase in Job Performance
- Increase Workforce's Abilities

SIGN UP NOW

SIGN UP NOW AND **SECURE YOUR PLACE**

1. Register Online - www.zoneups.com
2. Select the training you prefer and the date you would like to attend.
3. Fill in the registration form.
4. Choose your payment method and finalize the booking.

OR

Request a Quotation

Accreditation

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Get In Touch

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