



Working smarter, everyday!

Specialised Microsoft Excel training workshops for enhanced Business reporting and Decision making

'Excel on Steroids' is an advanced Microsoft Excel training programme designed to focus on specialised Excel functionality to turn an intermediate Excel user into an accomplished report-writer.

These workshops are available in:



Microsoft Office Excel 2003

and



Microsoft Office Excel 2007

Why should anyone do the Excel on Steroids course?

You can create a 25% improvement by working smarter, using methods you didn't know about!

To work out what your company could save, click on the link below for the Excel efficiency calculator
<http://www.alchemex.com/Excelefficiencycalculator.aspx>

Who will benefit by attending this course?

Directors, Managers, and anyone else who uses Excel extensively for report writing.

Please Note: Intermediate Excel skills are required for delegates to take full advantage of this course.

To assess your Excel knowledge click on this link:

<http://www.alchemex.com/Resources/Training%20PreAssessments/PreAssessmentforExcelonSteroids.xls>

These workshops will contribute 12 verifiable CPD hours.

Course Duration

Classroom - 3 x ½ day workshops (9:00 - 13:30)

Online - Self Paced (3 ½ days classroom equivalent)

Samples of Workshop Content

Workshop 1: Business Reporting using Formulas and Functions

- By viewing multiple windows you can Copy and Move worksheets between workbooks
- Save time on data capturing in multiple worksheets by using Grouping
- Consolidating worksheets by using Paste Special
- Quickly identifying certain transactions and highlighting duplicates by using Conditional Formatting (incl. applying Data Bars, Icons, etc in MS 2007)
- Ensuring certain cells cannot be selected and formulae protected by using worksheet Protection
- Simplify formulae by using Named Ranges



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- Using powerful Functions to develop your Report such as Lookup Functions, Text Functions, Logical Functions, Information Functions, Statistical Functions and Mathematical Functions

Workshop 2: Managing Data lists and Macros

- Sorting your list in any specific order by using a Custom List
- Using Subtotals to analyse your list to view totals by category
- Identifying certain data based on a criteria by using Filtering
- Ensuring you have consistent data capturing by using Data Validation
- Summarising your rows and columns by using Group and Outline and create Custom Views
- Forecast outcomes by creating Scenarios
- Simplify repetitive tasks by recording, viewing, running, and editing Macros

Workshop 3: Data analysis using PivotTables and PivotCharts

- Understanding the definitions and layout of a PivotTable
- Summarising data by creating a PivotTable
- Improving the look and feel of the PivotTable by Modifying and Formatting an existing PivotTable
- Saving time creating a new PivotTable by moving or copying an existing PivotTable
- Using Pivot Tools to manage your PivotTable effectively
- Creating specific formulae within your PivotTable by using a Calculated field
- Summarising dates into Months, Quarters and Years by using Grouping
- Graphically representing your PivotTable by creating a PivotChart

Want to register? Go to <http://www.alchemex.com/TrainingRegistration.aspx>