



dbrownconsulting

Power Excel 1 (The Essentials)

EO201

Overview and Objective

A working knowledge of Excel is vital for most office based professionals today, and stronger Excel skills can open the door to promotion and leadership opportunities.

Excel is a powerful tool but cannot function alone. It takes a savvy computer user to take advantage of everything Excel has to offer to provide the best results for their company.

This course will provide the general spreadsheet Skills needed for navigating workbooks & worksheets, as well as working with dialogue boxes. It will teach you best practices for calculating in Excel, creating sales projection, Entering & Editing Data along with other Essential Worksheet Operations.

Furthermore, you will understand cell referencing, learn how to Link Sheets, learn to how to find the right function for any task and much more.

Other Details

Course Duration

2 Days

Who should attend?

All Employees that use Microsoft Excel on a daily basis.

Pre requisites

Our online Excel Proficiency Test

Learning Process

Blended learning methodology using group discussions, exercises and case studies.

A Laptop with Microsoft Excel 2010, 2013 or 2016 installed is required for this course.

Maximum class size is 20.

2016 Open Dates

Apr 25 & 26, May 23 & 24, 26 & 27, Jul 11 & 12 (Accra), Jul 18 & 19 (Abuja) Aug 15 & 16, Nov 7 & 8

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DAY 1

Overview of Excel

- Required Laptop & Excel Settings
- Where it all Started from (VisiCalc to Excel 2016)
- What is Excel (The excel Interface)
- What Excel can accomplish when used properly.
- General spreadsheet skills:
- Workbooks, Worksheets, Navigation etc.
- Excel Menus & Toolbars

Entering & Editing Worksheet Data

- What data can we use (Options Dialogue Box)
- Best practice rules when working with data
- Useful shortcut keys
- Entering Text and Values
- Entering Date & Time
- Modifying Cell Content

Essential Worksheet Operations

- The fundamentals: controlling the worksheet view & working with rows & columns
- Working with Formulas and Functions
- Looking for the right function to use
- Best practices in entering and editing functions
- The Function Argument Box
- Simple Functions: Basic Excel Functions
- Basic Text Functions in Excel

Working with Formulas and Functions (Cont'd)

- Joining and Splitting Text in Excel
- VLOOKUP Mastery
 - What it is & how to use it efficiently
 - Case Study Applications

DAY 2

Referencing Exercises

- Understanding the 4 ways to reference cells and ranges
- Sales Projections
- Scenario Analysis in Excel

Analysing Data Using Charts

- Introducing Charts
- Types of Chart: Line, Bar, Pie, Radar, XY charts etc.
- Chart elements
- Applications & Best Practices

Formatting in excel

- Understanding custom number formatting
- It is a matter of Looks
- Inside Looks (Format Cell Dialogue Box)
- Outside looks (colours, shadings etc)
- Simple conditional formats
- Creating & Using format Templates

Consolidating Data

- Summarising Large Datasets
- Using Subtotal tools
- Linking multiple sheets
- Other Excel data management techniques

Intro to Data Analysis

- Sorting
- Filtering
- Subtotal
- Intro to Pivot table
- Questions and Answer

What is Next

- How to Register for Online post training support from dbrownconsulting
- What Skills to learn next

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3 Easy ways to Register

Web: www.dbrownconsulting.net
Email: training@dbrownconsulting.net
Phone: 0700TRAINING (070087246464)

Course Fee

Open (per participant)
US \$ 800 | ₦ 160,000
In-house (per Class)
US \$ 12,000 | ₦ 1,800,000

Open Course Discount

5 delegates or more:
10% discount

Delegate Details

1 Name: Mobile:.....

Job title: Email:.....

2 Name: Mobile:.....

Job title: Email:.....

3 Name: Mobile:.....

Job title: Email:.....

Company Details

Company:..... Address:.....

Contact Person:..... Country:.....

Mobile:..... Comment:.....

Open Training - Terms & Conditions

As soon as your course booking is confirmed we are working on your behalf to ensure everything is right for your delegate(s). To this end we start to incur costs straight away. Course accommodation is booked immediately and final confirmation is given to the venue four weeks prior to the start of the course.

For this reason the following Terms and Conditions apply to all courses for payments, cancellations and transfers.

1. An invoice will be issued five (5) weeks prior to the commencement of the course or the booking date whichever is earlier. Payment is due on receipt and should be received by DBC two (2) weeks prior to the commencement date of the course or on the booking date whichever is earlier.
2. Cancellation must be submitted in writing (email to training@dbrownconsulting.net) at least four (4) weeks before the start of the course and will incur no charges. 2 – 4 weeks prior to the start of the course 50% course fees are payable. Less than 2 weeks prior to the start of the course 100% course fees will be charged.
3. If a delegate is unable to attend a substitute delegate may attend at no additional charge provided the candidate has the same proficiency level (based on our online pre training test where applicable) and DBC is informed in writing before the course starts.
4. One transfer to a later course date will be permitted provided:
 - a. DBC is informed in writing (email) at least two (2) weeks before the original course start date.
 - b. The invoice is honoured within one (1) week of the original start date.
 - c. The new course date is within six months (6 months) of the initial application.
If further transfers (or cancellations) occur, full cancellation fees will become payable.
5. If the client cancels a course place, or transfers the delegate from one course to another, within four (4) weeks of the start of the original course. DBC will incur full accommodation charges from the venue. In this event we will have to pass these charges on to the client.
6. Delegates will be responsible for any damage incurred at the venue as a result of the delegate's own neglect or default and any charge levied to remedy such damage.

Disclaimer: DBC reserves the right to change or cancel any part of its published program or teaching faculty due to unforeseen circumstances.

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- May 23 & 24
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- Aug 15 & 16
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Training Centre

70A Adeyemo Akapo Street
Omole Phase 1, Agidingbi
Lagos, Nigeria