



dbrownconsulting

Power Excel 2 (Real Case Studies)

EO202

Overview & Objective

This course (Power Excel 2) is a “no agenda” Classroom based course. It is closer to consulting than training and it’s main aim is to directly improve the productivity of participants by solving major spreadsheet reporting and analysis problems they may have.

We have one simple rule for the course; “The 10 minute rule!”. We believe nothing should take you more than ten minutes to solve in Excel, including those hectic month-end reports that force you to work overnight at your offices.

We will teach you our time tested report automation methodology that just works and works all the time. We will show you the secrets of becoming very productive; you will quickly become the Excel Guru at your office.

You will leave this course with fresh templates that will replace your current time consuming methodologies.

Other Details

Course Duration

3 Days

Who should attend?

All experienced users of Microsoft Excel.

Pre requisites

Power Excel 1 or a passing score in 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

Feb 10 - 12, Apr 27 - 29, Jul 13 - 15 (Accra), Jul 20 - 22 (Abuja),
Aug 17 - 19, Nov 9 - 11

DAY 1 to 3

This course (Power Excel 2) has no agenda, you are required to bring your work related problems to the training; we will then show you efficient time saving techniques to solve identified issues.

You will get a very detailed set of templates and exercises that we know will be useful to most participants, we may use some of these exercises to further explain a technical excel issue you may have during the course. Our Trainers are consultants and this course mimics the Consulting Process.

The course is structured as follows:

1. Each participant brings a copy of a finished report or analysis on Excel (preferably one that takes you a long time to do).
2. Each participant also brings the raw data or data sources used to create the above report.
3. The Instructor will then show you how to get from raw data to your finished report in a fraction of the time it takes you (we follow our 10 minute rule, nothing should take you more than 10 minutes in Excel except where the information itself is flawed or unavailable).

Typical issues addressed in the course (Power Excel 2) includes:

- a recap (reminder) of basic features and functionality in Excel including a review of the new Ribbon interface in Excel 2010 and new features of Excel 2013 and 2016
- a detailed step by step guide on automating reports using two methodologies: Formula based automation and Pivot Table Automation
- how to harness the power of some advanced functions (INDEX, OFFSET, INDIRECT, MATCH, SUMPRODUCT, SUMIFS etc.) to save a lot of time at work;
- how to build a dashboard in Excel
- understanding why certain popular functions e.g. VLOOKUP and IF almost always have a more efficient alternative. You will learn why they are inefficient in carrying out certain tasks and what alternative functions do a better job;
- how to be comfortable in carrying out any reconciliation or data analysis task
- having a good working knowledge of advanced charting features (master the Series formula) and basic data visualisation techniques;
- understanding time value of money (TVM) calculations and how to build quick and effective TVM models ;
- and much more.

Power Excel 2 – Real Case Studies (EO202)

3 Easy ways to Register

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

Course Fee

Open (per participant)

US \$ 800 | ₦ 240,000

In-house (per Class)

US \$ 12,000 | ₦ 1,800,000

Open Course Discount

5 delegates or more: 10%

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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- Jul 13 - 15 (Accra)
- Jul 20 - 22 (Abuja)
- Aug 17 - 19
- Nov 9 - 11

Training Centre

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