

## Advanced Excel Course Proposal

### Why This Course?

- Microsoft Excel is one of the most important workplace applications that help to organize the business, this application is used worldwide starting from multinational companies to small businesses & startups. Simply, no business can live without Excel.
- The Participants/ fresh graduates will have more number of job opportunities.
- The Participants/employees will have value to their employers.
- Protects a significant amount of Time. ...
- Increase Trainee Knowledge and Management Skills.
- Better Salary Aspects.
- Better Career Path.

### Trainees who will attend this course should have the following:

- Completed MS Excel 2016 foundation course.
- Work regularly with excel 2016.
- Ability to insert, delete, resize columns and rows, copy and paste,
- Ability to write basic formulas (Sum/add, subtract, multiply and divide)
- Skills of basic formatting spread sheets.
- Sorting & filtering skills.
- Saving & printing skills.

### Requirements for Training:

- Laptops/Desktops for trainees equipped with excel 2016 / English Interface.
- Projector or big Screen can be connected to trainer Laptop.
- White Board.
- Notebook for each trainee.

### Training Outline:

- Overview & Review.
- Customize Toolbars.
- Paste Special and Transpose.
- Absolute Cell References
- Working with Data: Import External data from Text Files, Grouping & Subtotals, Advanced find & replace.
- Conditional formatting.
- If Statement, compound if statement, nested if statement.

- Working with advanced functions (V-lookup, H-lookup, SUMPRODUCT, Concatenate, and others).
- Check & Audit Formulas.
- Date Calculations.
- What if Analysis: Scenario Manager, Goal Seek.
- Pivot tables & pivot charts.
- Dashboards and Visualization – (Professional Reports)
- Advanced filtering & working with slicers.
- Automation with Macros.
- Data Validation.
- Data analysis, sampling, and some statistical functions.
- Protection: Securing Cell, Sheet, workbook, sharing workbooks & track changes.
- Link Sheets, Sheets Commands, 3D ref, Hyperlinks.
- Using Help.
- Hot Keyboard Shortcuts.
- Assessment Exam.
- Course Evaluation.

**Training Hours: 20**

**Price: 120\$ instead of 200\$ includes CGC certificate and training material.**