Maximise Productivity using Microsoft Excel

Aim

Excel allows us to store and handle all the data that is relevant to the running of a business. These courses are designed to give users the skills to collate and analyse this information quickly and effectively, maximising productivity so that you make the most of your resources, and improve return on investment in IT.

Approach

Course content is specifically created for each client and every session is adjusted to maximise the skills and account for the learning needs of all the individuals attending.

Module One – Getting Started with Excel

Bring newcomers up to speed with all the functions and features that your business needs them to know:
Typically, this would include: The basics of the application; Using formulas and functions; Great habits that will improve productivity; formatting for printing and the screen; List management tools, such as sorting and filtering; How to create meaningful graphs, and anything specifically required for your organisation.

Module Two – Moving to the next level

Take existing users to the next level with an analysis of their current use, new skills, productive habits and everything they need to speed up day to day tasks:
Typically, module two will look at: How individuals use Excel; changing habits to improve productivity; connecting up data from multiple sources; how to make the colours change when the data changes; tools to use Excel as a database – such as correct layout, filtering and pivot tables; more formulas and functions; date arithmetic; lookup functions, and anything specifically required by the individuals.

Module Three – Becoming an Excel guru

Unleash the power of Microsoft Excel within your organisation:
Module three can incorporate anything that you need or want to know, typically users would expect to look at: Nested functions; why and how to use named ranges; more data management, such as additional features in pivot tables; further conditional formatting; date functions; auditing formulas and handling errors; setting up macros for yourself and other users, and anything specifically required for this level.