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MICROSOFT EXCEL (BASIC TO ADVANCED)

Enhance your skills on Microsoft Excel

Introduction

Microsoft Excel is a powerful spreadsheet and data analysis program with wide-ranging capabilities. Attending a live Excel course is a good way to quickly and efficiently learn Excel. There are **3 primary reasons why you should learn Excel** and how learning Excel is helpful for your career.

1. Learning Excel **increases your value in the job market**
2. Excel training makes you **more efficient**
   - **Conditional formatting** allows you to apply a format to a cell or a range of cells based on a given criteria which will make data easier to read
   - **Pivot Tables and charts** will allow you to quickly identify trends in large datasets and inform business decisions
3. Learning Excel **prepares workers for Data centric positions**

Objectives

- **Master** Microsoft Excel from Beginner to Advanced
- Learn the most common Excel **functions** used in the Office
- **Maintain large sets** of Excel data in a list or table
- Wow your boss by unlocking dynamic formulas with **IF, VLOOKUP, INDEX, MATCH functions** and many more
- Build a **solid understanding** on the Basics of Microsoft Excel
- Harness the full power of Microsoft Excel by automating your day to day tasks through **Macros and VBA**
- Create dynamic reports by mastering one of the most popular tools, **Pivot Tables**
- Access to a **Professional Trainer** with 10+ years of Excel Training

The participants should be able to analyze and summarize huge database using:

- **New features** in Excel 2019
- **Intermediate data management tools** such as filters and advanced filters
- **Formulas** to validate data
- **Analyze data using a number of tools** such as a subtotal report and a pivot table
- **Import and export data and link** to the Web
- **Create web pages** of Excel **data**
- Lookup the data using **lookup function**

Training Duration

3 Full Days

Who Should Attend?

- Operators
- Executive
- Managers from Manufacturing
- Services and others

Course Outline

Module A: Setting Up a Worksheet

- **Identify the Elements** of the Excel Interface
- **Creating a New Worksheet** with Data
- Using **AutoFill** for Data Entry
- Making Changes to Data
- **Navigating and Selecting** along Cell Ranges quickly
- **Splitting Windows** Horizontally or Vertically
- **Freezing Windows Screen**

Module B: Modifying Excel Worksheet

- **Inserting, Deleting, Coping** Worksheets
- **Renaming** and **Colouring** worksheet Tabs
- **Changing Orders** of Worksheet
- Working with **Multiple** Sheets
- **Navigating Worksheets** in a Workbook
- **Hiding/ Unhiding** Worksheet

Module C: Formatting Data

- **Formatting Data** in a Worksheet
- Making Worksheet **Contents Less Crowded** by Changing Column Width and Row Height
- **Inserting** or **Copying Column/ Row with Insert** or **Paste options**
- **Adding Comment to Data**

Module D: Writing Formula

- Entering **Simple Formulas** in Worksheet
- Using **AutoSum** to calculate Total, Average, Max, Min and etc
- Using **AutoCalculate** as Calculator

Module E: Printing Data

- Printing Worksheets
- Changing **Page Orientation, Margin** and **Scaling**
- Inserting **Headers & Footers**
- Inserting **Page Break**

Module F: Sign In to Office and OneDrive

- Sign In
- Saving a Workbook as OneDrive

Module G: Protecting Workbook

- **Protecting** Worksheets, Workbooks and File
- Exercise: Protecting Worksheets with Hidden Formulas
- Exercise: Protecting Workbooks and File

Module H: Analyse Your Data Instantly

- Analyse Your Data Instantly

Module I: Presentation Data in Charts

- Creating Chart
- Modified Chart
- Recommended Chart

Module J: Working with Sparklines

- **Types of Sparklines**
- **Create** Sparklines
- Changing the Appearance of Sparklines
- Changing the **Display Range**

Module K: Performing Calculation in Name Group

- **Understand** Relatives and Absolute Reference
- **Named Method**
- **Creating** and **Re-defining** Range names
- **Creating Formulas** with Range Names

Module L: Advance Function

- Using **VLOOKUP** Function
- Using **IF** Function
- Using **PMT** Function
- Using **FV** Function

Module M: Visualisation Data using Conditional Formatting

- **Formatting Data** Based on Its Value
- Using **Conditional Format**
- Create a **New Conditional Formatting Rules**
- **Remote Conditional Formatting Rules**

Module N: Enhancing Your Work wih Picture

- Inserting **ClipArt and Picture**
- **Modify** a Graphic
- Insert a Screenshot
- Add Background to a Worksheet
- **Draw** and **Modify Shapes**
- Insert **SmartArt Graphics**

Module O: Data Validation

- Create **drop down list**
- Creating **Data Validation Formula**

Module P: Managing Data in List

- Basic Sort
- Custom Sort
- **Sorting database**
- **Filtering** Data
- Using **Functions with list**

Module Q: Data Analysis

- **Create** Pivot table and chart
- Using **Pivot table fields pane**
- Adding **calculation fields**
- **Scenario Manager**

Module R: Using PowerPivot

- Enabling **PowerPivot**
- Creating **Pivot table and PowerPivot Data**

Module S: Simple Macro

- **Converting** formula to value
- Assign **Macro to Quick Toolbar**
- **Attaching** Macro to a **Command Button View**

Testimonials

"The content was well explained with good examples given by the trainer. It was also a very interactive session and it was easy for me to understand the content. Would highly recommend this course."
- Intel employee -

"The trainer taught us very well in a way that was very easy to understand as well as remembering the advanced concept. Overall, the class and trainer was great!"
- Intel employee -

"The content for this course was really good and the instructor was really helpful as he was able to explain the subject clearly and he made sure none of the students were left behind."
- Intel Employee -

"The session was really wonderful as I was able to learn new shortcuts that would definitely help to get things done faster."
- Intel employee -

"I have learnt a lot in which I never expected to discover until I joined this session with the instructor. It really amazed me and I will definitely recommend this."
- Intel employee -

About Elite Indigo

Elite Indigo Consulting provides corporate training to the semiconductor and manufacturing industries. With a humble beginning of one founding member with passion and desire to share his 20 years of experiences in Smart Manufacturing for global manufacturing facilities, now, we have a strong and competent team of 20 members, all aligned with company mission, vision and core values.

Our Mission

"Transform Data into Insights - Leap Forward"

Our Vision

Be a Global Trusted Advisor in the Areas of Skills Development, Consultancy & Software Solutions specialising in Semiconductor & Manufacturing industries.

Our Core Values

TRUST
"A culture of self, team and clients trust"

PASSION
"Do what we love and love what we do"

EXCELLENCE
"If it's worth doing, it's worth doing it well"