INDIGO
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MASTERING MICROSOFT EXCEL ADVANCED

Technical Hands-on Workshop

Enhance your skills on 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

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

2 Full Days

Who Should Attend?

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

Course Outline

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: Analyze your Data Instantly

- Analyze your Data **Instantly**

Module I: Presentation Data in Charts

- **Creating** Chart
- **Modified** Chart
- **Recommended** Chart

Module J: Working with Sparkles

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

Module K: Performing Calculation in Name Group

- **Understand Relatives 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: Visualization 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 with Picture

- **Inserting ClipArt** and Picture
- **Modify** a graphic
- **Insert** a **Screenshot**
- **Add Background** to a Worksheet
- **Draw** and **Modify Shapes**
- **Insert** a **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 lis**t

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

"Kudos to the trainer for conducting the training in a professional manner. The class was well conducted and he patiently assisted all the participants when we needed help."
- 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 -

"Throughout those 2 days, I've learnt new tips and tricks and I've also gained more knowledge thanks to the instructor. Well done!"
- Intel employee -

"The instructions were clear, good exercises with good examples and the instructor kept asking us to ask questions if we're lost which is good as he made sure everyone of us in class are able to understand."
- 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 -

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"