

**ACHIEVE EXCELLENCE!**



# **MICROSOFT EXCEL MASTERCLASS**

## **2-DAY TRAINING COURSE**

### **WHY TAKE THIS TRAINING COURSE?**

#### **Work smarter, not harder.**

The smart user of Microsoft EXCEL really outshines the rest. Today, most organisations work and operate using critical data on EXCEL, but few people utilise the product to its full potential. It's impossible to know what you're missing out on without understanding the full potential of what EXCEL can do.

At the completion of the course, you will receive a certificate from EuroCham validating your achievement.

#### **I know EXCEL - when I need more, I'll Google the rest? Not Really!**

On EXCEL's ribbon, you have the "Home" tab, "Insert", "Data" etc. Most are familiar with Sort & Filter, but these make up 4 out of 33 buttons on the data tab in Modern Excel and very few users have used anything else. Some like "Data validation" or "Flash fill" or "Group" can be useful to absolutely every daily Excel user, but since none of us have heard the names, we probably will never look these up on Google either.

#### **A training course that stands out from the rest.**

Microsoft EXCEL today is as changed from what it was 20 years ago as our 2019 Smart phones are. Today, there are very few courses that demonstrate the new, game changing features the latest versions offer - like the simple yet powerful Flash Fill which uses Artificial Intelligence (AI) to help optimise work.

For this course, our chosen EuroCham trainer has taught Microsoft Office to over 1,500 participants globally and is Cambodia's only official Microsoft partner in Power BI. He won't teach you all 460 functions in Excel but will pick and choose the tools that will make most regular users' day job more efficient, with fewer errors and nicer designs. He will teach you methods to unlock EXCEL's full potential, update you on the recent enhancements of Microsoft EXCEL, and train you on how to utilise those enhancements to be more efficient in your everyday EXCEL use.

### **COURSE SPECIFICS:**

This is a 2-day training course (with a week between Day 1 and Day 2 for the participants to practice and implement what they have learned in Day 1). The course is practical and has been created to showcase the most useful and impactful EXCEL features. Each session is specialised on effective data set up, exploration, analysis and presentation.





- **Class Size:** 15 students per class max. to enhance personal attention

# DAY 1 AGENDA

## Session 1: Data set up

INTRO	CELL REFERENCING	TEXT CLEAN UP	BASIC FUNCTIONS
Importance of Excel	Using \$ - absolute & mixed refs.	Using Flashfill for AI for splitting or merging columns	How functions work
Shortcuts	Formula view to spot errors	Dealing with duplicates	The Amazing AGGREGATE
Quick Access Toolbar	Delete & format faster!	Issues with Merge & Hide	SUM, AVERAGE, COUNT

## Session 2: Exploring data

CONDITIONAL FORMATTING	SUPER TABLES	FILTER & SORT	ARRANGING & PRINTING DATA
Dynamic bar chart in a cell	Learn the secret that only 1% of users know	Glance & go	Advanced copy & paste you wished you knew years ago!
"Yes" in red, >400 in green	Format & formula benefits	Quicker ways to filter	Perfect printing in 3 ways
   	How Excel was made to be used	Navigation speed up tips	The handy TRIM function

# DAY 2 AGENDA

## Session 3: Advanced Functions

DATA VALIDATION	VLOOKUPS	IF FORMULAS	SUMIFS & COUNTIFS
Set up drop down lists	Merge tables & automate	Conditional logic	Analysis must know formulas
Number based data validation	The amazing IFERROR	Join nested IFs	Slice & dice data with formulas
Using validation to detect existing errors	Handle LOOKUP issues	When they are useful	SUM based on multiple criteria

## Session 4: Analysing & charting data

PIVOT TABLES	IN CELL CHARTS	CHART OBJECTS	DASHBOARDS
The world's #1 analysis tool	Using sparklines	Which chart for what?	Dashboard concepts
SUMs, % of totals & multiple	Heat maps & in cell bar charts	Budget vs actual charts, useful pie charts	Pivot charts
Aggregate data across pivot tables	Format tips & tricks	Top 10 key chart customizations	Dynamic Slicers & timelines linked to multiple charts

## WHO IS THIS COURSE FOR?

- Applicable to anyone who uses Excel 3+ hours per week/ daily users
- This could include Entrepreneurs, bankers, accountants, researchers, HR, management or any other role, if they use Excel regularly
- Training would be conducted in English
- Equipment: As this is a very interactive hands on course, participants should bring their laptop

## ABOUT THE TRAINER:

**A Certified Microsoft EXCEL Trainer | Chartered Accountant | Data Analytics Consultant**

Our trainer is a certified EXCEL expert and a founder of an IT consulting & training firm which focuses on helping organisations with Excel & similar software. He has Microsoft Office Master certification, is Cambodia's only official Microsoft Office PowerBI partner. To date, he has worked with over 100 organisations and conducted training for over 1000 people in Excel, spanning over Cambodia, UK and Vietnam.

He is also a certified chartered accountant with the Institute of Chartered Accountants in England and Wales (ICAEW) from Deloitte London and is Cambodia's ICAEW contact member. He co-chairs the London Financial modelers group, the data residents Cambodia group and Cambodia's official PowerBI & Excel user group. He is a paid written & video blog author for ICAEW and writes for Think Productive UK, and a part time professor at Cambodia's National University of Management.

**If interested in this course, for you and your staff please contact below**

## FOR MORE INFO:

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