EXCEL ON STEROIDS

Work smarter, Everday!

Specialized Microsoft Excel training workshops for enhanced Business reporting and Decision making

Course Overview

Excel on Steroids is an advanced Microsoft Excel training program designed to provide in-depth coverage of key Excel functionality, specific to business reporting and offers enhanced performance and productivity in this area upon completion. The course is also available online at www.alchemexacademy.com for MS Excel 2003, 2007 and 2010.

Who Should Attend

Directors, Managers, and anyone else who uses Excel extensively for report writing. Delegates will return to the office after the workshops with an advanced understanding of relevant Excel functionality and practical know-how that will result in significant time-savings each month.

Benefits

- We drill down on the 5% of Excel functionality appropriate for business reporting
- Not a tour of functionality – spending 5 minutes on 50 topics of excel
- Exercises are real scenarios taken from customers using our software
- Increased productivity - saving you time and money
- Can provide standardization in your company reporting
- Helps you make business decisions
- Applicability to working environment

Value adds:
- Pre-assessment to assess your current MS Excel skills
- Online assessment after each course
- 3 months e-mail support
- E-mailed exercises' to practice
- Subscribe to weekly Excel on Steroids tips & tricks, annual tips & tricks e-book
- Invitation to the BI Community

How much time do you spend on Excel each day? 3 hours?? That's 15 hours a week, 60 hours a month?

Imagine if you created a 25% improvement by working smarter, using methods you didn't know about?

That's saving you 15 hours a month – 180 hours a year, through efficient Excel use. What is your time worth?

Course Overview

Workshop 1: Business Reporting using Formulas and Functions

- Create your own ribbon/s (in MS Excel 2010)
- By viewing multiple windows you can Copy and Move worksheets between workbooks
- Save time on data capturing in multiple worksheets by using Grouping
- Consolidating worksheets by using Paste Special
- Quickly identifying certain transactions and highlighting duplicates by using Conditional Formatting including Data Bars, Icons, etc.
- Ensuring certain cells cannot be selected and formulae protected by using worksheet Protection
- Simplify formulae by using Named Ranges
- Using powerful functions to develop your report such as Lookup Functions, Text Functions, Logical Functions, Information Functions, Statistical Functions and Mathematical Functions

Workshop 2: Managing Data lists and Macros

- Sorting your list in any specific order by using a Custom List
- Using Subtotals to analyze your list to view totals by category
- Identifying certain data based on a criteria by using Filtering
- Ensuring you have consistent data capturing by using Data Validation
- Summarizing your rows and columns by using Group and Outline and create Custom Views
- Forecast outcomes by creating Scenarios
- Simplify repetitive tasks by recording, viewing, running, and editing Macros

Workshop 3: Data analysis using PivotTables and Pivot Charts

- Understanding the definitions and layout of a PivotTable
- Summarizing data by creating a PivotTable
- Improving the look and feel of the PivotTable by Modifying and Formatting an existing PivotTable
- Saving time creating a new PivotTable by moving or copying an existing PivotTable
- Using Pivot Tools to manage your PivotTable effectively (MS Excel 2010 includes using slicers to filter and for connection to another PivotTable)
- Create and customize Sparkline's (only in MS Excel 2010)
- Creating specific formulae within your PivotTable by using a Calculated field
- Summarizing dates into Months, Quarters and Years by using Grouping
- Graphically representing your PivotTable by creating a PivotChart