

**ACHIEVE EXCELLENCE!**

# MICROSOFT EXCEL MASTERCLASS

**WORK SMARTER, NOT HARDER.**

**APPLICABLE TO ANYONE WHO USES EXCEL 3+ HOURS PER WEEK**

**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 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 3,000 participant globally. David is a Microsoft Excel MVP implying he is considered by Microsoft to be in the top 100 or so Excel people in the world, and has a technology related YouTube channel with over 8000 subscribers. David 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 efficient 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.

## **WHO IS THIS COURSE FOR?**

- **Applicable to anyone who uses Excel 3+ hours per week**
- **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**
- **Class Size: 15 students per class max. to enhance personal attention**



## COURSE SPECIFICS:


This is a two-day training course consecutively conducted for participants to practice and implement what they have learned in both days. 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.

## DAY 1 AGENDA

### Session 1: Exploring Data

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

### Session 2: Data Set Up

CONDITIONAL FORMATTING	SUPER TABLES	POWER QUERY	ARRANGING & PRINTING DATA
Dynamic bar chart in a cell	Learn the secret that only 1% of users know	Forget VBA and macros, most can be automated with this no code tool	Advanced copy & paste you wished you knew years ago!
"Yes" in red, >400 in green	Automated designs	Unpivot from columns into rows	Perfect printing in 3 ways
	Format and make formulas in a much faster and optimal way	Excel's revolutionary data clean-up tool	Sort & Filter

## DAY 2 AGENDA

### Session 3: Functions: Learn the Power of Excel's Super's Functions

Data validation	VLOOKUPS & XLOOKUP	IF office 365	Dynamic arrays
Set up drop down lists	Merge tables & automate	Conditional logic for exceptions & branching	One function returns multiple cells
Number based data validation	The amazing IFERROR	Join nested IF & SWITCH	UNIQUE, FILTER, SORT functions
Microsoft Forms overview	Why XLOOKUP is better	Complex IF without writing formulas in Power Query	Make anything a Dynamic Array e.g. TRANSPOSE

## 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	New waterfall & map charts	Pivot charts
Aggregate data across pivot tables	Format tips & tricks	Top 10 key chart customizations	Dynamic Slicers & timelines linked to multiple charts

### ABOUT THE TRAINER:

**Microsoft Excel MVP | Data consulting expert | Chartered accountant**

Our trainer has been a **Microsoft EXCEL MVP** since 2020. He has been recognised by Microsoft as being in the top 100 or so Excel experts in the world, he is in regular contact with the Microsoft Excel development team and the other MVP's who drive almost all Excel blogs, books, forums and tutorial channels and has a technology related **YouTube channel** of his own with over 8000 subscribers. David is passionate about understanding updates across business tech, making this a key focus of the dozens of webinars he provides each year globally and the blogs he writes, **such as a quarterly update to business software.**

David founded a data consulting & training firm Xlconsulting in Cambodia which focuses on helping organisations with Excel & similar software through where he has trained over 3,000 on Excel & other business software and has consulted with over 100 organisations.

Training Fee:

**Member price: \$265**

**Non-member price: \$315**

**For further inquiries, please contact below:**



**FOR MORE INFO:**

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