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BETTER BUSINESS EFFICIENCIES USING MS EXCEL ADVANCED FEATURES

Put the Power of Excel's Advanced Features and Functions to Work for You

Program Overview

Work productivity is a constant concern that many companies have, which is why many companies allocate a significant budget for developing the skills of their employees and managers. Achieving this type of productivity has now become a sort of "holy grail" that many organizations hope to achieve. This has led to the demand for higher levels of capabilities by employees/managers.

This two-day course is designed to enable you to gain and apply advanced techniques and topics on using MS Excel 2013 for their field of work, more specifically on advanced techniques and features of MS Excel, dealing with Pivot Tables, Data Tables, Hyperlinks and other advanced techniques that are designed to simplify their work flows in their use of the most popular electronic spreadsheet in the world. You will also be able to create navigatable workbooks, with electronic dashboards, and automatically updating data sources, tied-in with various data visualizations and Pivot tables. During the workshop session, several seat work, which have to be completed and submitted using the MS Excel version 2013/2010, will be administered, to enhance your skills.

Learning Objectives

At the end of the program, you are expected to:

- Be equipped with advanced capabilities of MS Excel, focusing on built-in functions;
- Improve their level of capabilities, in terms of data capture, automated linking and consolidating capabilities, data analysis with automated data visualizations, and optimization for logistical, manpower pooling, financial, manufacturing, business and inventory matters.
- Be conversant with names, hyperlinks, dashboards, parameters from pivot charts, slicers or report filters, and other advanced but very productive capabilities.

Benefits

- Improve employee productivity by allowing mundane tasks to be completed more efficiently;
- Reduce the work load of the employees/managers by using advanced techniques;
- Automate and eliminate repetitive tasks;
- Efficient vision of operation as well as improve the bottom line;
- Secure documents effectively in just a few easy steps.

Key Clients



Globe



Schedule:

- December 11 - 12, 2017

Venue:

- Makati City

Duration:

- Training - 2 Days

Target Audience:

- Senior Management
- Middle Management
- Accountants
- Business Analysts
- Project Managers
- Designed for existing MS Excel users (who have at least 2 years of continuous use)

Training Agenda

Topics	
DAY 1 <ul style="list-style-type: none"> • New Looks <ul style="list-style-type: none"> • MS Excel 2013 Cheat Sheet • What's New in 2013 • Cloud Enabled • Office 2013 Web Apps • PowerView • Understanding Themes and Styles • Other Enhancements <ul style="list-style-type: none"> • Staying compatible • Templates • Creating Your Own Templates • Working with PivotTables <ul style="list-style-type: none"> • Styles, Themes, and Tools • Dynamic Range Names • Using PowerPivot (Introduction) • Using Timeline Data Slicers • Conditional Formatting <ul style="list-style-type: none"> • Rule-Based Conditional Formatting • Value-Based Conditional Formatting • Other Conditional Formatting Usages • Searching <ul style="list-style-type: none"> • Vlookup • Hlookup • Index Match • Charts & Trendlines <ul style="list-style-type: none"> • Trendlines • Determine R2 Value • Automatic Trendlines Copying and Projection • Data Capture & Analysis <ul style="list-style-type: none"> • Use Format As Tables • Data Set or Data Table • Data Form • Creating Pareto Charts • Validating Data <ul style="list-style-type: none"> • Data Validation • Data Validation Using 'Named' Ranges • Other Data Validation Techniques • Automating Workbook Navigation <ul style="list-style-type: none"> • Creating Main Dashboard Worksheet • Elements of a Good Dashboard • Getting Good Graphics From the Web 	<ul style="list-style-type: none"> • Inserting Page Background DAY 2 <ul style="list-style-type: none"> • What If Analysis <ul style="list-style-type: none"> • Scenario Manager • Goal Seek • Solver • Advanced Functions <ul style="list-style-type: none"> • Using Excel 2013 Functions • Getting help about using a particular function • Using date and time functions: DAY • Using statistical functions: COUNTA • Using financial functions: FV • Using financial functions: PMT • Using logical functions: IF • Using logical functions: ISERROR • Using nested functions and its alternatives • What-if tables <ul style="list-style-type: none"> • Using a one input Data Table command • Using a two input data table command • Audit <ul style="list-style-type: none"> • Tracing precedent cells • Tracing the dependants of a cell • Displaying all formulas within a worksheet • Adding Picture To A Cell • 2-Hour Revalida

Prerequisites

Make sure that the Power Pivot, Power Map and Power View Functions are already installed / enabled before attending the session.

Requirements

- Laptop
- 2010 / 2013 / 2016 MS Office version

What will you get?



Training Manual



Soft Copy Download



Quick Reference Card (QRC)



Quick Reference Poster (QRP)



Certificate

Trainer's Profile

The trainer is an Information Technology (IT) Consultant, Web-Developer, and Enterprise Resource Planning (ERP) Application Practitioner. He has delivered success solutions for various industries, notably in the Distribution and Logistics sector, Financial Accounting, Operations, Manufacturing, and Retailing business, since 1986. The effected and proven solution has involved deploying full-cycle implementation from concept, development, data migration, training, documentation, and roll-out, up to continuing maintenance arrangements.

Over the past twenty five (25) years, he has provided best practice consulting arrangements for clients who are in the private and government sector. The companies he has worked with are in the health, medical distribution, human resource with payroll, time and attendance, point of sale, financial, management and cost accounting, manufacturing and retailing businesses.

Training Highlights

- **Expert Facilitator**

The program is facilitated by one of our leading consultants with years of experience in consulting and training in various industries, thus, giving the participants the advantage to tap on his extensive experience to solve practical problems in their current environment.

- **Interactive Learning**

From face-to-face interaction to modules and workbooks, the training is an instructor-led course with a combination of presentation modules and interactive sessions with participants, allowing mindshare to proactively address specific needs and issues in their own environment.

- **Up-to-date Information**

Provides the latest updates on best practices from industries across the globe with case studies and practical information acquired from the training and resources of our trainer.

- **Training Package**

We provide high quality and well-researched training materials to make learning a meaningful experience for the participants. The training aids we provide to our participants are used as a quick reference resource for future use.

About APEX Global

APEX Global (The Academy for Professional Excellence) is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia. Our sole aim is to promote performance excellence among professionals. We help our customers achieve greater success through effective, experiential and results-oriented training delivery.

Our professional development solutions cover Trainings and Conferences, Managed Services and Learning on Demand. We organize public trainings and in-house workshops tailored for specific organizations. We help companies manage their non-core yet critical training function through **end-to-end training management** - starting from planning and needs analysis to program evaluation and records management. The Learning on Demand products we offer provide convenient and innovative ways for learning.

Applying the experience of training over 100,000 professionals in the last decade, a strong pool of expert trainers and facilitators with expertise in a niche array of domains and a strong regional presence, we provide an extensive portfolio of high-quality industry specific and functional programs coupled with high quality training materials to deliver our ultimate “promise”—the R.E.A.L. learning experience.

About ECCI

ECCI is the leading process improvement solutions provider in Southeast Asia, focused on process consulting, automation solutions and learning outsourcing services. We help companies achieve performance excellence by assisting them implement management systems and international standards/best practices across multiple domains and industries.

Our partnerships with best-in-class technology companies help drive sustained excellence for our customers. As a solutions provider with instructional design capability and subject matter expertise in niche areas, we help organizations implement learning strategies and design learning content for improved performance.