



HOUSTON EXECUTIVE CONSULTING LIMITED

ADVANCED MICROSOFT EXCEL TRAINING

Venue: Royal Suites Hotel, Bugolobi - Kampala

April 24th to 26th, 2024

TRAINING OVERVIEW

The Advanced Microsoft Excel Training Is Designed for Professionals to Master Data Analysis Visualization by Applying Advanced-Level Tools and Applications of Excel.

Advanced Microsoft Excel holds hidden power for high-level analysis and complex reporting. As a Project Manager, Sales Manager, HR Expert, Researcher, & Finance Expert, you can use Excel to help you quickly make your day-to-day decisions on many levels. With Advanced Excel, your team can save time and energy at work.

This hands-on training will help you create the tools, charts, graphs, and projections that will become critical to your continued success.

By taking this course, you can report on data in a list using PivotTables, edit and analyze complex data using advanced features such as Scenarios, Goal Seek, and Solver, incorporate built-in functions into a worksheet, work with controls, and record macros.

Learn how to create lookup functions, set Excel working options, enhance charts, protect worksheet data, and perform advanced data operations using summarizing, pivot tables, and data consolidation.

Enroll Today & Meet the Most Popular Excel Instructor with 10+ Years of Excel Training to Take You Step by Step Through Useful Spreadsheet Tools in Microsoft Excel.

TARGET PARTICIPANTS

The course is suitable for:

- Project Managers (Project Leads & People Aiming for Various Project Management Roles)
- HR Managers & Officers
- Finance Managers & Officers
- Research & Data Analysts
- District Planners and Statisticians
- Healthcare Professionals
- Population Officers

Do you know someone who'd love this course? Tell them about it...

- Programme Coordinators
- Bankers and Insurers
- Sales and Marketing Professionals
- Professionals in Procurement, Corporate Finance, Forex, and Financial Markets
- Project Finance (Working in Reporting & Financial Analysis of Projects)
- Professionals Looking to Strengthen Their Knowledge of Financial, Sales, HR, Training & Project Data Processing Techniques

TRAINING TOPICS

DAY 1

TABLES AND RANGES

- Your Excel Version
- The Office Theme
- Simple Filters
- Top 10 and Custom Filters
- Advanced Filters with multiple OR criteria
- Advanced Filters with complex criteria
- Advanced Filters with function-driven criteria
- Unique records and the advanced filter
- Totals with Quick Analysis
- Percentage and running calculations with Quick Analysis
- The Excel Table
- Table Styles
- Custom Table Styles
- Sorting by rows
- Sorting by columns
- Sorting by Custom Lists
- Structured Table References
- Manual Structured Table References
- Special Items in Structured Table References
- Unqualified Structured Table References

DATA INTEGRITY, SUBTOTALS, AND VALIDATIONS

- Text to Columns and Fixed Width Data
- Text to Columns and Delimited Data
- Subtotals
- Nested Subtotals
- Data Consolidation

Do you know someone who'd love this course? Tell them about it...

- Data Consolidation and Tables
- Data Validation and Numerical Data
- Data Validation Error Messages
- Data Validation Input Messages
- Formula-driven date and text length Data validation
- Table-Based Dynamic List Validation
- Business Rules and Formula-Driven Validation
- Duplicate Value Detection and Removal
- Data Validation and Unique Column Constraints
- Data Validation Dynamic Lists Without Blanks

DAY 2

ADVANCED FUNCTIONS

- Precedence rules and the evaluation feature
- Formula AutoComplete
- The Insert Function dialog
- Investment Valuation using the PV and FV functions
- The IF Logic function
- The SUMIF and COUNTIF functions
- Date Serial Numbers
- Common Date Functions
- The DATEDIF function
- Date offsets and the Project scheduling equation
- Date Offsets using the DATE function
- Time Values and Calculations
- Time calculations that span midnight
- Common Time Functions: NOW, HOUR, MINUTE and SECOND
- TIME function to offset hours, minutes, and seconds
- AND & OR Functions for complex Boolean criteria
- Calculation Options (Manual and Automatic)
- The Concatenation Operator (&)
- Using TEXT, CONCAT and TEXTJOIN Functions
- Text Extraction from strings using LEFT, RIGHT, and MID
- Text Extraction from lines using the FIND and LEN functions
- VLOOKUP function for an exact lookup
- The SWITCH Function
- The IFERROR function to suppress error messages
- VLOOKUP function for an inexact lookup
- The MATCH function for an exact lookup

Do you know someone who'd love this course? Tell them about it...

- The INDEX Function
- The IFS Function
- Understanding Benford's Law in Fraud Detection
- Applying Benford's Law to Population Data
- Applying Benford's Law to a General Ledger
- How to spot possible fraud using Benford Law

NAMES AND FORMULA AUDITING

- Single-cell range names
- Manual single-cell range names and named constants
- Range names and Formula readability
- Two-dimension Range Names
- Intersection range names and the INDIRECT function
- Dynamic | OFFSET Function-Based Range Names
- Dynamic | Table-Based Range Names
- Linked Drop-Down Lists and Range Names
- Error Values: #NUM!, #DIV/0! and #NAME?
- Error Values: #VALUE!, #REF! and #NULL!
- Error Checking: Automatic | Background
- Error Checking: Manual
- Tracing Formula precedents
- Tracing Formula dependents
- The Watch Window
- Speak Cells

WHAT IF ANALYSIS AND SECURITY

- What If Analysis: Single Input Data Tables
- What If Analysis: Two Input Data Tables
- What If Analysis: Scenarios
- What If Analysis: Scenario Summary Report
- What If Analysis: Goal Seek
- What If Analysis: Solver
- Creating a Forecast from historical data
- Sensitivity Analysis | Profit as a function of price
- Sensitivity Analysis | Profit as a function of price and unit cost
- Sensitivity Analysis | Mortgage Repayments
- Security: Hide and unhide Worksheets, Columns, and Rows
- Security: Custom Views

Do you know someone who'd love this course? Tell them about it...

- Security: Workbook Access Control
- Security: Workbook Structure Protection
- Security: Worksheet Cell Protection
- Security: Multiple Worksheet Access Levels
- Security: Digital Certificates
- Security: Digital Signature | Invisible
- Security: Digital Signature | Visible

DAY 3

HYPERLINKS AND OTHER APPLICATIONS

- Hyperlinks: To Worksheets and ranges
- Hyperlinks: To other Files and the Internet
- Hyperlinks: To an email address | Navigation
- Embedding: Excel Worksheet objects
- Embedding: Excel chart object
- Linking: Excel Worksheet object

FORMS AND MACROS

- Group Box and Option Button controls
 - Combo Box control
 - Form Control and Input Cell Connection
 - Form Control Result and Cell Connection
 - Check Box Control
 - Check Box connection to result cells
 - Designing a Temperature Gauge Chart
 - Connecting a Single Input Data Table
 - Form appearance and usability
 - Macros and VBA
 - Recording Macros with Absolute References
 - Macro Security | Macro-enabled Workbooks
 - Implementing Macro Security
 - Trusted Documents
 - Recording Macros with Relative References
 - Running Macros with Shapes
 - Run Macros from a Button Control Customizing | Showing | Hiding | Ribbon Tabs
- Adding Custom groups to the standard ribbon

Do you know someone who'd love this course? Tell them about it...

Adding Custom Ribbon Tabs to The Standard Ribbon

PIVOT TABLES

- One-Dimensional Pivot Table Reports
- Grouped Pivot Table report
- Pivot Table Rows and Columns
- The Pivot Table Data Cache
- Filter and Sort a Pivot Table
- Report Filter Fields
- Filtering a Pivot Table visually using Slicers
- Timeline Control and The Pivot Table
- Using Slicers to create a custom Timeline
- Using Report Filter Fields to create multiple pages
- Pivot Table Styles
- Custom Pivot Table Styles
- Pivot Table report layouts
- Pivot Table subtotals and cell styles
- Multiple summations within a single Pivot Table
- Calculated Fields in a Pivot Table
- Calculated Items in a Pivot Table
- Grouping Pivot Table Totals by Text
- Grouping Pivot Table Totals by Date
- Grouping Pivot Table Totals by numeric value ranges
- Displaying row data as a percentage of the total row
- Using Pivot Table values in simple formulas
- The GETPIVOTDATA Function
- Pivot Charts
- Embedding multiple Pivot Tables onto a Worksheet
- Using Slicers to Filter Numerous Pivot Tables
- Using data from an external data source
- Creating a new Pivot Table with its own Data Cache
- Unsharing the Data Cache between existing Pivot Tables
- Unshare the Cache of Pivot Tables connected to a Data Base

WHAT WILL YOU ACHIEVE?

By the end of the course, you'll be able to:

- Design reports for stakeholders

Do you know someone who'd love this course? Tell them about it...

- Create a dashboard with some standard financial & project management requirements.
- Improve project communications with charts
- Format, change, and edit charts
- Apply conditional formatting to save time and automate reporting
- Master Microsoft Excel from Beginner to Advanced
- Build a solid understanding of the Basics of Microsoft Excel
- Learn the most common Excel functions used in the Office Environment
- Harness the full power of Microsoft Excel by automating your day-to-day tasks through Macros
- Maintain large sets of Excel data in a list or table
- Create dynamic reports by mastering one of the most popular tools, PivotTables
- Unlock dynamic formulas with IF, VLOOKUP, INDEX, MATCH functions, and many more
- Get in touch with a Professional Trainer with 10+ years of Excel Training

FEES AND DISCOUNTS

UGX 1190,000 or USD 312 Per Participant to Cover Training Facilitation, Certificate, Hotel Conference Facilities, Lunch, AM & PM Teas, & Water. We Also Have a follow-up for Each Participant Up to 14 Days After the Training. Participants Will Also Receive an eBook worth USD 100 (for free), the Ultimate Guide to Using Microsoft Excel, Covering All the Training Topics.

For Details, send an email to robert@heconsulting.us | Tel: +256700801771

MASTER EXCEL & ENHANCE YOUR PRODUCTIVITY

Do you know someone who'd love this course? Tell them about it...