



Training Catalogue

sage Learning



Excel Courses

Intermediate Excel Course

In this course you will be taught how to not only develop spreadsheets using formulas and formatting but will be shown how to create charts ensuring you leave with a comprehensive knowledge of how to make Excel work for you.

The course includes the following content:

- **What is Microsoft Excel**
 - Components of the Microsoft Excel screen and the ribbon
- **File Formats and Columns and Rows**
 - Selection Techniques and Entering in Data
 - Page Setup and Page Breaks
- **Working with Formulae**
 - Creating, copying and using formulae
 - Formulae with Absolute References and 3-D Formulae
- **Creating Multiple Views**
 - Freezing and Hiding Columns and Rows
 - Split panes to see multiple worksheet areas
- **Formatting and Editing Worksheets**
 - Editing, Formatting, Moving and Copying Data
 - Conditional Formatting
- **Printing and Page Setup**
 - Print Preview, Printing Options and Headers and Footers
 - Setting Print Titles
- **Using Functions**
 - Sum, AutoSum, Average, Max, Text
 - Conditional Formatting

- **Charts**
 - Creating and Editing a Chart
- **Formula Auditing**
 - Analyse and Edit Formulae

Who can attend this course?

Delegates with Basic Excel knowledge would benefit from attending the Discovering Excel Course.

Classroom Course

This is a full day course.
Registrations: 08h30 – 09h00
Training: 09h00 – 16h00

Online Learning

This course is available as e-learning on Sage University as an 8 hour course.

Excel Courses

Excel on Steroids Course

Excel on Steroids is a more than just an advanced Excel course, it focuses on Excel features that are key for business reporting.

The course includes the following content:

Workshop: Data Analysis

- Tell Me Text Box
- Smart Lookup
- Sorting, Subtotalling and Filtering Data
- Data Validation
- What-If Data Analysis
- Forecast Sheet
- Macros

Workshop: Formulas & Functions

- Data Consolidation
- Conditional Formatting Worksheet Protection
- Managing and Preparing Data
- Using Cell References
- Lookup, Text and Logical Functions
- Statistical and Mathematical Functions
- Date and Time Functions

Workshop: PivotTables and PivotCharts

- PivotTable Basics
- PivotTable Options
- Formatting a PivotTable
- Calculated Items and Fields

Workshop: PivotTables and PivotCharts...continued

- Sort & Filter a PivotTable
- Consolidated PivotTable
- PivotCharts and Sparklines
- 3D Maps

Who can attend this course?

Delegates with Basic Excel knowledge would benefit from attending the Excel on Steroids Course.

Classroom Course

This is a 2 day course.
Registrations: 08h30 – 09h00
Training: 09h00 – 16h00

Online Learning

This course is available as e-learning on Sage University as an 16 hour course.

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Excel Courses

Excel on Steroids PLUS Course

In this course you will learn how to take advantage of some of the more advanced features of Microsoft® Excel® to prepare and present your business data.

The course includes the following content:

- Design meaningful Dashboard Reports catering to your audience's requirements and goals following Dashboard design best practice.
- Create dynamic data models which will serve as the back-end of your Dashboard using advanced functions and formula.
- Create PivotTables and PivotCharts.
- Explore alternative visualisation techniques like sparklines and conditional formatting for at-a-glance analysis.
- Create advanced and custom charts.
- Create an interactive, macro-charged Dashboard.

Who can attend this course?

Directors, Managers, and anyone else who uses Excel extensively for report writing. After attending the course you will return with an advanced understanding of relevant Excel functionality and practical know-how that will help you analyse your business data intelligently and present it visually which will lead to improved decision-making.

Classroom Course

This is a full day course.
Registrations: 08h30 – 09h00
Training: 09h00 – 16h00

Online Learning

This course is available as an e-book on Sage University.