

Advance excel

Duration: 8 Hours (1 Day)

Overview

Our Advanced Excel Course is designed to elevate your data management and analysis skills. Over 8 hours, you will master various data tools such as Converting Text to Columns, Data Validation, and Goal Seek. You'll also learn to enhance collaboration by Protecting Worksheets and Workbooks, ensuring data security with Password Protection, and finalizing your workbooks. The course dives deep into the powerful functionalities of Pivot Tables and Pivot Charts, including creating, enhancing, and working with them. This is vital for dynamic data analysis and reporting. Lastly, you'll gain expertise in Creating Dashboards with pivot tables and charts, designing interactive layouts, and using Slicers and Timelines for data visualization. By the end of this course, you will be able to apply these skills to streamline and optimize your workflow effectively.

Audience Profile

A brief introduction about the course and its relevant target audience:

Koenig Solutions' Advanced Excel course provides extensive training in data tools, pivot tables, and dashboard creation, making it ideal for professionals looking to enhance their data management and analysis skills.

- Job roles and audience for the course:
- Data Analysts
- Business Analysts
- Financial Analysts
- Accountants
- Financial Planners
- Small Business Owners
- Project Managers
- Marketing Managers
- Sales Managers
- Operations Managers
- Administrative Professionals
- HR Professionals
- IT Professionals
- Supply Chain Managers
- Researchers
- Freelancers offering data-related services
- Consultants
- Students in Business and Finance courses

Course Syllabus

Module 1: Data Tools

- Converting Text to Columns
- Linking to External Data
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek
- Using Goal Seek

Module 2: Working with Others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Module 3: Using Pivot Tables

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

Module 4: Creating Dashboard

- Creating Dashboard with Pivot Table & Charts
- Creating relationship between slicers and Pivot Table / Charts
- Creating Timelines
- Using Slicer/timeline options
- Designing dashboard layouts
- Using Theme to make interactive Dashboard