

CERTIFICATE IN MASTERING EXCEL

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world.

Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affect the look of your Excel worksheets and workbooks.

Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques.

Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

Students must have Microsoft Excel (not included) to complete this certificate.

- **Mastering Microsoft Excel**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

- **Intermediate Excel:**

Have you ever wondered why Excel is one of the most powerful applications used today by many businesses? Excel is one of the most important applications that you can study now to take your skills to the next level!

This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. Learn from the trainer on how beneficial it is to become more productive in generating different everyday business functions. Discover how easily pivot tables can be created to quickly summarize large amounts of data. Through this course, these tasks will make your work outstanding and unique in what you do.

- **Advanced Excel:**

We are faced with different types of business decisions each day that can change the data we work with along with our financial outcomes. Have you ever wondered what type of workplace skills you can learn to make wiser decisions? Learning Advanced Excel contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors. By completing the course, discover how to attractively visualize your data into meaningful information with confidence.

CEUs/ILUs: 4.8 Length (in hours): 48 Price in CAD \$665.00

CERTIFICATE IN MASTERING EXCEL UNITS

Mastering Microsoft Excel

Unit 1

Excel From The Ground Up

- Why businesses use Excel for spreadsheet management
- Technical requirements to use Excel (and all Office modules)
- Launch Excel and create your first Excel worksheet
- Discover how to protect and save your document
- Set your document's Properties and Attributes including Subject, Title and Author

Unit 2

Excel Document Creation

- Explore the different parts of the Excel worksheet and document navigation
- Understand cells and their makeup
- Learn how to populate, format and merge cells
- Create multiple worksheet “workbooks”
- Learn how to insert comments and check spelling

Unit 3

Advanced Features and Functionality

- Create and manage formulas and functions
- Filter and sort tables and data
- Create “live” connections between multiple worksheets
- Create effective and informative table and charts

Unit 4

Excel Management and Sharing

- Create meaningful file names and understand filing systems to manage Excel documents
- Organize your documents on your hard drive and learn how to copy and move documents
- Manage track changes when co-authoring documents

- Printing and PDF file creation including setting print areas
- Learn how to export Excel tables and charts to PowerPoint presentations and Word documents •
Use Outlook to send Excel worksheets and workbooks to other users

Intermediate Excel

Unit 1

Organizing Worksheet and Table Data

- Introduction to tables
- Formatting tables using table styles
- Using formulas in tables
- Sorting and Filtering table data

Unit 2

Understanding Popular Excel Functions

- Understanding Named Ranges
- Applying business functions
- Creating functions that handle text
- Performing basic lookup functions
- Creating functions that work with dates and times

Unit 3

Improving Worksheet Appearance

- Formatting cells in worksheets
- Correcting common function errors
- Creating and using templates
- Customizing Excel toolbar

Unit 4

Analyzing Data Using Data Validation and Pivot Tables

- Understanding how to convert text to columns
- Understanding how to analyze spreadsheet data

- Understanding the basic pivot table layout and key terms
- Creating and formatting simple pivot tables

Advanced Excel

Unit 1

Advanced Functions Used To Make Business Decisions

- Applying multiple criteria to functions
- Using And criteria
- Using Or criteria
- Using And and Or and Not criteria
- Advanced Logical functions
- Using If -Then control statements
- Implementing If functions with Aggregate functions

Unit 2

Functions Used to Make Financial Decisions

- Learning basic financial functions
- Applying functions to perform loan calculations
- Computing loan payments
- Computing interest rate
- Computing number of payment periods
- Computing present value of a loan
- Working with additional functions

Unit 3

Applying Different Scenarios Using Excel Data Tools

- Understanding Different What-If Analysis Tools
- Performing What-If Analysis to see how data changes outcomes in formulas
- Using Scenario Manager
- Using Data Tables

- Using Goal Seek
- Applying rules to manage cell data
- Implement validation rules to avoid invalid entries
- Entering validation rules
- Avoiding duplicate data entries

Unit 4

Powerful Tools Used to Complete Data Implementation and Analysis

- Exporting and Importing Data into Workbook
- Protecting a workbook
- Making improved business decisions using pivot tables
- Creating an Excel Dashboard to visually display relevant data