

WEBINAR: Microsoft Office Excel (Intermediate)



Overview

Excel is a powerful tool that can help you organize, analyze, and present data in various ways. However, many Excel users are not aware of the full potential of this software and rely on manual and repetitive tasks that can be time-consuming and error-prone. In this program, you will learn how to improve your Excel skills by learning techniques and shortcuts that can save you time and effort. You will also learn how to use different functions, formulas, tables, pivots, and lookups that can help you manipulate and summarize data in different scenarios.

Objectives

By the end of this program, you will be able to:

- Use keyboard shortcuts to perform common tasks faster and more efficiently
- Apply different formulas to perform calculations and logical operations on data
- Create and format tables to organize and filter data
- Use pivot tables and charts to analyze and visualize data
- Use lookups to retrieve data from different sources and ranges

Who Should Participate

- Anyone who wants to learn how to organize and analyze data using Microsoft Excel
- Beginners or intermediate users of Microsoft Excel

Key Topics

- I. Introduction
- II. Simple Excel
 - A. File: Opening a File, Saving a File, Using Templates, Quick Access Toolbar
 - B. Formatting: Fonts, Alignments, Conditional Formatting
- III. Dealing with a Big Data
 - A. Organizing (copy paste from a bigger file, normalize, sorting)
 - B. Simple Analysis (apply conditional formatting, filtering)
- IV. Application of the 1st Part of the Session (Workshop)
 - A. Present the Task to the Participants
 - B. Participants to Do the Task
 - C. Participants to Present Their Work
- V. Useful Formulas
 - A. Sum, Average, Count, Min, Max, Small, Large
 - B. Concatenate, Left, Right, Mid, Trim
 - C. Upper, Lower, Proper
 - D. Now, Today, Month, Year, Time
 - E. If, CountIf, SumIf
 - F. Application of the Lesson (Workshop)
 - G. VLOOKUP
- VI. Pivot
 - A. Review Parts 1 - IV
 - B. Pivot Table
 - C. Pivot Graphs
 - D. Using Pivot to Analyze the Data
 - E. Using Pivot to Present the Analysis
- VII. Application of the Whole Session (Workshop)
 - A. Present the Task to the Participants
 - B. Participants to Do the Task
 - C. Participants to Present Their Work
- VIII. Question and Answer

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Duration

- 6 hours

Webinar Fee

- Php 3,500.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Computer or laptop with Microsoft Office Excel
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266 | (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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