



TRAIN THE TRAINER: EXCEL MASTERCLASS

Duration: 5 Days
Course Code: ITM02
Course Price: £2475

Course Requirements:

PCS strongly recommend that the delegate needs to have attended all 3 levels of the Excel courses at Pringle PCS or at least have the high standard working knowledge.

Benefits From Attending The Training:

This course will give you all the Skills, Tools and Documentation to become an Advanced Microsoft Excel Trainer.

Once undertaken this course you will have skills, knowledge and confidence to be able teach to the highest level, instead of paying an outgoing cost to sub-contractors trainers save your company money and increase performance within you team.

- Presentation Skills
- Problem Delegates
- Learning and training techniques
- Every Course has 2 days of training material with exercises and workshops
- Differences Between Versions: 97 | 2000 | 2003 | 2007 | 2010 | 2013 | 2016 | 365
- Trainer Support

Training Aids:

- PowerPoint Slides
- Exercise Files
- Delegate Manual
- Trainer Manual
- Quizzes
- Training Planner and Est times





Course Content:

Introduction

- Keyboard (Function Keys / Shortcuts)
- Screen Layout (Terminology / Toolbars / Navigation)
- Formatting (Opening - Closing - Saving / Text / Columns & Rows)
- Editing (Planning / Autofill / Copy / Cut / Paste / Paste Special)
- Printing (Selection / Entire Workbook / Worksheet / Page Setup)
- Data (Sort / Filter / Subtotals)
- Basic Graphs (Bar / Area / Pie)
- Basic Formulas (+ - ÷ × / Basic Percentages / Absolute References / Averages / Dates)
- BODMAS: (2+2*2=6)
- Average / Median / Mode Formulas
- Count / CountA / CountBlank / CountIF Formulas
- Min / Max Formulas
- Today Formula
- Problem Solving Workshops
- Question and Answers

Intermediate

- Editing (Custom Fills / Conditional Formatting)
- Advanced Linking Spreadsheets (Formula Linking)
- Data (Pivot Tables / Custom Filtering / Subtotals / Validation / Lists / Protection)
- Formulas (IF Statements / CountIF & SumIF / Vlookup / Hlookup)
- Nested IFs: =IF(A1=1,"Yes",IF(A1=2,"No",IF(A1=3,"Good",IF(A1=4,"Bad","Naughty"))))
- AND / OR Formulas
- What IF Analysis (Goal Seek / Scenario Manager)
- PMT (Repayment of a Loan)
- Introduction to Combined Formulas
- Text Formulas (Len / Left / Right / Mid / Find / Proper / Upper / Lower)
- Introduction to Combined Text Formulas: =Proper(Left(D1,1)&" "&Right(D1,Len(D1)-Find(" ",D1,1)))

Advanced

- Date Formulas (Day / Month / Year / WeekDay / WeekNum)
- Combined Advanced Formulas (IF / AND / OR / V & H Lookup Combined)
- Problem Solving Exercises (The Solver / Utilising / Complex Formulas)
- Introduction to Macros VBA (Recording, Editing, Running Macros / Understanding VBA / Rem Statements)
- Advanced Customising Of Excel (Toolbars / Menus)
- Advanced Formatting (Templates / Consolidating Data / Track Changes / Auditing)
- Forms / Dropdown Lists / Tick Boxes / Spinners
- Date Formulas (Day / Month / Year / Weekday / WeekNum)
- Combined Date Formulas: =IF(WeekDay(A1,2)<=5,"Work","Play")
- Advanced Combined Text Formulas (Len / Left / Right / Mid / Find / Proper / Upper / Lower)

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

