Microsoft Excel – Advanced Level

Training Course	Microsoft Excel – Advanced Level
Course Language	English
Course Duration	15 hours
Course Objectives	To provide attendants with advanced skills covering, to a high extent, the most sophisticated features of MS-Excel.
Course Content	**Course Key Topic Area Includes:** - Advanced formulas and functions (logical, data, text, array, etc...). - Data formatting and Conditional formatting. - Tables, sorting, and data Validation. - Pivot Tables and Pivot Reporting (Slicer). - Advanced charting & Dynamic dashboards. - Macros and VBA. - Data tables, Simulation and Solver. - Integrating Excel with external data sources. - Use of Excel in investment process(Finance Related) - Use of Excel for analysis, implementation of ratios, valuations etc(Finance Related)
Learning Outcomes	At the end of the program the trainees will be able to: - Have a deep understanding of the most common advanced formulas in Excel, notably for advanced decision making. - Know how to find and apply appropriate functions for advanced problems in Excel. - Organize, sort and auto-format data based on user-specified conditions. - Decision making based on applying Pivot tables to advanced data. - Use advanced graphs and charts in addition to creating dashboards to graphically summarize data. - Create Macros to automate repetitive tasks. - Get a notion of VBA for Excel.

	- Employ advanced techniques to solve complex problems in Excel (e.g. Linear programs) using Solver. - Simulate real-world data using various random functions and statistical methods. - Connect Excel with different data sources. - A finance major's job is to analyze data and come to conclusions. Excel helps to sort out data as well as to take each step for an analysis and its implementation such as ratios, valuation, etc. - Microsoft Excel is an important resource for investors wanting to get into more detail on financial market data. To manipulate financial data there are literally hundreds of ways to use Excel. Thus, it helps to improve the investment process.
Target Audience	- Any person having basic to intermediate knowledge of MS-Excel. - This is NOT a beginners' course on Excel. - This course is perfect for professionals in advanced accounting, management, research and other data-intensive activities.
Course Material /Technology used/ Details Relevant to the course.	- Classes will be held in computer labs with Powerpoint presentations. - Course handouts containing the discussed topics with examples will be given to attendants before and during the training sessions. - Attendants will also get the example files used during the course. - All sessions will be accompanied by practical exercises on MS-Excel 2010. - Course duration: 15 to 20 hours.