

# Get more value from your Microsoft Excel investment

Let Decision Inc. upskill your users so your business can get more from this powerful data tool.

All our training courses are led by expert Microsoft certified trainers and include hands-on exercises to improve the learning experience.

## INTRODUCTION TO MICROSOFT EXCEL

Demonstrates the overall functionality of Microsoft Excel. It's ideal for anyone to attend.

### DURATION: 1 DAY WHAT YOU'LL LEARN:

- Creating a Spreadsheet File
- Navigating Worksheets and a Workbook
- Working with Cells
- Selecting items in Excel
- Entering Data
- Formatting Text
- Formatting Numbers and values
- Formatting Columns and Rows
- Adding and Editing Borders
- Using Find and Replace
- Entering Basic Formula and Functions
- Auto filling Rules
- Using Page Setup
- Sorting Data
- Headers and Footers

## INTERMEDIATE MICROSOFT EXCEL

Aimed at those who have some experience of Excel or have previously completed the Introduction course.

### DURATION: 1 DAY WHAT YOU'LL LEARN:

- Worksheets – Comparing / Moving / Copying
- Conditional Formatting
- Linking Excel data
- Paste Specials
- Freezing/Hiding Rows/Columns
- Absolute Cell Referencing
- Advanced Formulas (SumIF, CountIF, CountA)
- Working with Date and Time Functions
- Sorting Data
- Filters & Advanced Filters
- Creating sub-totals
- IF and nested IF Functions
- V Lookups, H Lookups, X Lookups
- Creating and formatting Charts
- Pivot Tables

## ADVANCED MICROSOFT EXCEL

Ideal for Users who have a good level of Excel experience, and covers Advanced Features and Techniques.

### DURATION: 1 DAY WHAT YOU'LL LEARN:

- Creating Tables in Excel
- Database Functions
- Advanced Text Functions
- Lookup, Index and Match
- Array Formulas
- Advanced List Management
- Importing & Exporting Data
- What If Analysis - Scenarios
- What If Analysis - Data Tables
- What If Analysis - Goal Seek
- Forms and Form controls in Excel
- Spreadsheet Security
- Creating & Working with Macros
- Assigning a Macro to a Button / Image

Training is Instructor-led and online (min 5 delegates for face-to-face training)



### WE KNOW Microsoft Excel BACKWARDS

Decision Inc is a specialised technology consultancy, and we recognize Microsoft Excel in companies like yours. That means we are constantly solving real-world problems for our clients and know how to get the maximum use out of Microsoft Excel.



### OUR TRAINERS ARE HIGHLY SKILLED

Our trainers are passionate about training and have obtained all the required certifications so you can be confident that you are getting trainers who will bring real value to your users.



### WE ADAPT TO YOUR NEEDS

Our vast training experience means we can shape courses to train beginners right through to super users and specialised practitioners.



### WE TRAIN IN A WAY THAT SUITS YOU

In classroom or online? At your venue or ours? You decide what works best for you.



## DON'T TAKE OUR WORD FOR IT, HEAR IT FROM OUR CLIENTS



The Decision Inc. training team were fantastic, they're extremely knowledgeable and passionate about imparting that knowledge. I'm excited to apply everything I have learnt."



"The Decision Inc. training team were the ultimate trainers. Well prepared, knowledgeable, energetic and entertaining."



"Thank you, Decision Inc., for an awesomely conducted week of training! It was well organised and extremely professional. Your team was friendly, knowledgeable and made the process smooth and as easy."

## ABOUT DECISION INC.



Decision Inc. is a global data, digital and performance intelligence business. We drive transformation by bringing together the technology, capabilities and knowledge needed to help organisations grow and thrive in the digital age. Our expertise in technology and industry specialisations have enabled us to help companies around the world make better decisions faster. Our local consulting teams are experts in the implementation, support and execution of these solutions and work with our clients to deliver real results and improvement.