

Excel Express Course Overview



Course Content

Productivity & Tips

- **Quick Wins** - 10 quick-fire tips to save time and boost your productivity.
- **Navigational shortcuts** - Top keyboard shortcuts that will get you around your spreadsheet rapidly.
- **Action Shortcuts** - Vital keyboard shortcuts to perform your most repetitive actions at speed.

Essential Functions

- **SUM** - One of Excel's simplest functions but with still much to learn. Master the basic functionality, add multiple worksheets with a 3-D Sum, or cumulatively sum a range of cells.
- **VLOOKUP** - Most widely used lookup function that enables the user to lookup a value in a table and return an associated result. This function is prevalent in worksheets and so is vital to know.
- **XLOOKUP** - The Swiss Army Knife of lookup functions - there's a lot you can do with it. A hybrid of VLOOKUP and a more advanced lookup approach INDEX & MATCH, this function is vital to have in your pocket.
- **IF** - Used to introduce logic into your work. For instance, if Condition A is true then return Result B, otherwise return Result C. It has a range of applications and will bring great functionality to your spreadsheets.
- **SUMIFS** - Extremely useful function that sums all the values in a range that satisfy one or more criteria. For instance, the quantities sold by product, or showing monthly profits by year.

Pivot Tables & Formatting

- **Pivot Tables** - Slice, dice and dissect large amounts of data...super fast! Learn to organise and summarise large amounts of bland data into something simpler, more meaningful and engaging, in literally seconds.
- **Formatting** - Give outputs a more professional look, increase engagement, and ensure they're interpretable by your audience. Learn the basics, useful techniques, and where to go for advanced options.

Learning Subject Matter

- **Taught content** - Set in the context of sales team commissions, IMDB film data, an international spa business, haute couture fashion retailer, US domestic flights, the timing of rent payments, and much more!
- **Practical exercises** - These call on almost all the taught content and are set in the context of a fictional cinema business, helping the owner make more sense of their company's data and better decisions.

Course objectives & format

Course objectives

- Gain broad, intermediate, commercially-orientated knowledge of Excel, suited to any business professional, in a single afternoon.
- Increase the speed with which you work in Excel through shortcuts and productivity tips.
- Be able to apply the most useful and relevant Excel functions to your spreadsheets to support your work.
- Utilise pivot tables to quickly summarise data in a meaningful way.
- Be able to format your work to look professional and presentable.
- Generally raise your confidence in using Excel through a quick, fun and achievable course.

Format

- Theory is taught through short video lectures and demos that explain and apply the learning within Excel.
- High quality exercises are provided throughout to download and put your new knowledge into practice. These are set within a commercial context, making learning relevant, challenging and realistic.
- All exercises are accompanied by a downloadable solution file.
- Regular quizzes are provided to help test your knowledge along the way.
- Questions can be posted in the Instructor Q&A at the bottom of every module so that you're always fully supported.
- A personalised and dated certificate in JPEG and PDF format is awarded on completion of the course.

This is for...

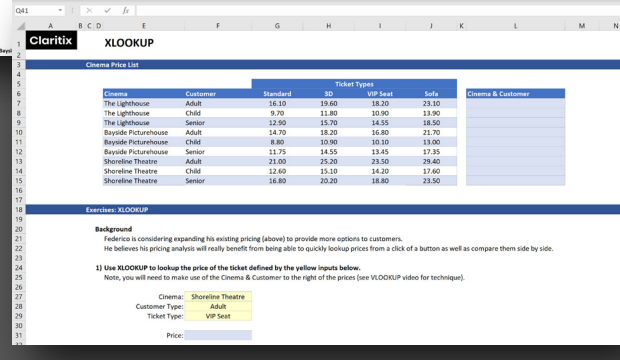
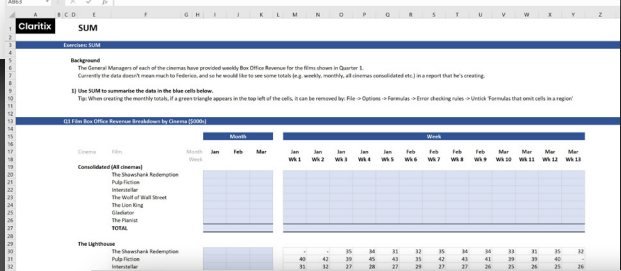
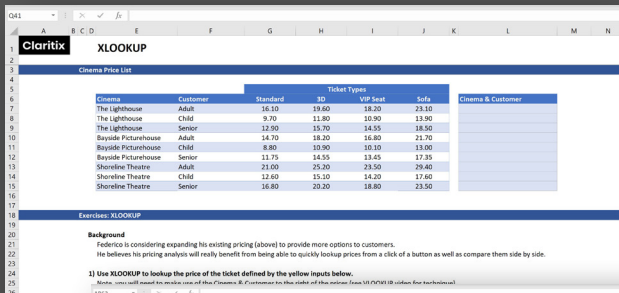
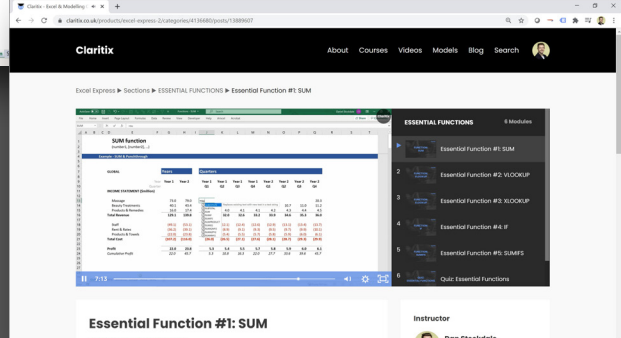
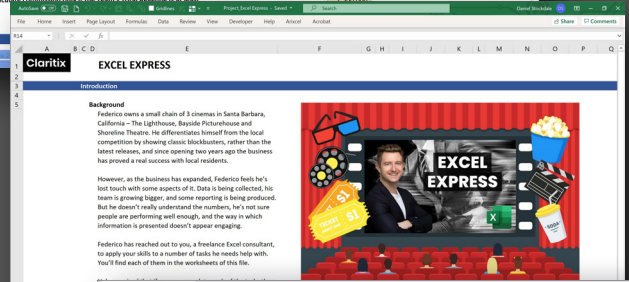
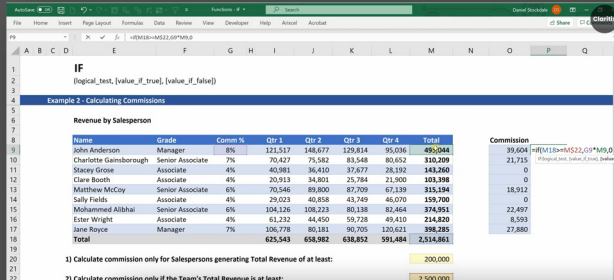
- Beginner and Intermediate users of Excel with some experience of using the application but who do not feel confident.
- Business professionals from any function that use Excel relatively frequently in their work. Practical exercises are framed in the context of helping a business and so are commercially-orientated in a way that is relevant to all professionals.
- Those short on time, who do not want to commit to a very long course. This course can be completed in an afternoon and is designed to deliver maximum learning within that short window.

Content Examples

Theory Based

Theory is taught via clear and concise Excel demos that explain the learning and then show it being applied in a variety of ways.

Videos are generally 6-8 minutes in length to make them digestible and avoid the learner getting bored.



Practical Based

Throughout the course, participants will put into practice the theory they have just learnt by downloading comprehensive and commercially-orientated exercises, supported by solution files.

Additionally, regular quizzes are provided to further challenge and test your knowledge.

EXCEL SPREADSHEET *EXPERTS*

All Claritix courses are created by Dan Stockdale, a former PwC modeller and trainer who taught best practice modelling and Excel courses within the Firm. Dan also has a background in Finance teams across several industries, having worked in Commercial Analysis and Management Accounting. He qualified with the Chartered Institute of Management Accountants (CIMA) in 2010 and holds the ACMA and CGMA designations.

Our training courses are transformative. They have not been diluted down to go only halfway. They are broad and intensive, and expose participants to a wide range of Excel skills, as well as commercial knowledge, thinking and approach.

Practical experience in Finance, Analyst, Consulting and Strategy roles has been drawn upon to tailor content to include the most useful, powerful and relevant functionality that Excel provides, and omit the less so.

Participants can expect to leave the course with a step-change in applicable Excel knowledge. This aims to boost productivity, reduce risk in deliverables, and empower staff using the World's most prevalent and powerful business tool to add value in their work.