

# Advanced Excel Masterclass

Explore insights, tips & tricks to further strengthen your grip on Excel

20th - 21st June 2019  
Singapore

## Free Takeaway

Participants will each receive a take-away containing all the exercises from the workshop plus a comprehensive workbook which will serve as a reference document after the workshop.

## Major Benefits of Attending

Capitalize on the expert knowledge to gain maximum value on these vital issues:

By the end of the workshop, delegates will be able to:

- **DISCOVER** shortcuts and tricks to increase your work rate in Excel
- **UNDERSTAND** and apply formula cell referencing to create more complex formulas
- **INCORPORATE** external data to support your message
- **FORMAT** data based on Criteria's with Conditional Formatting
- **CREATE** different types of Charts & linking them to PowerPoint
- **MASTER** the creation of data validation (Drop downs)
- **DEVELOP** Formulas like SUMIF & COUNTIF

## Prerequisites

- Participants should have a good knowledge of Microsoft Excel.
- Participants should bring their own Windows based laptops with a full installation of Excel 2013 or later, to the workshop.

## Pre- and Post-Workshop Support

- 1 year email support for queries
- Online training videos

## WHY YOU SHOULD ATTEND

Like a car dashboard, the objective of dashboard reporting is to provide clear and concise information of the key drivers of business performance. Dashboards are a synopsis of business operations and they provide information in visual format that is easy to read, remembered and understood by key decision makers in a business. This should in turn, improve decision making.

Dashboard reports allow managers to get high-level overview of the business and help them make quick decisions. Excel is an excellent tool to make powerful dashboards that can provide analysis, insight and alert managers in timely manner.

The workshop curriculum has been developed and designed from research with actual industry practitioners and will, in just 2 days, give you all the tools and techniques needed to move from basic techniques to becoming a "Black Belt" in Creating Dashboards with Excel.

## WHO SHOULD ATTEND

An Excel dashboard provides insight, analysis and alerts. They are fully interactive and dynamic and can help with project management, customer service, retail management, financial forecasting and much more.

This workshop is crucial for analysts, managers, reporting professionals, business owners, executives, and anyone responsible for preparing Excel based dashboards, scorecards or KPI reports.

This training is highly recommended for:

- ✓ General Managers
- ✓ Financial Managers
- ✓ Directors
- ✓ Accountants
- ✓ Marketing Managers
- ✓ Sales Managers
- ✓ HR Managers
- ✓ Business Owners and anyone who deals with management and financial reporting

Organized by: \_\_\_\_\_



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