

MICROSOFT EXCEL ACADEMY



International School
Of Management

— UNLOCKING KNOWLEDGE —

INTRODUCTION



Microsoft Excel is arguably the most popular and widely used spreadsheet application program in the world.

Over the years it has become the indispensable choice for critical business unit's deliverables and operations involving number crunching, creating charts, organizing lists, text manipulation, creating financial dashboards, data analysis, and automating complex tasks among others.

Financial modelling with the use of a spreadsheet is applicable in almost all business related functions to construct a likely future financial status of a given scenario or project. This is further enhanced with the ability to perform a what-if-analysis, simulation, optimization, financial statements modelling, financial assets modelling etc.

This programme gives students the opportunity to hone their skills in MS Excel from the introductory stage, and through the intermediate level to the advanced level.

MS EXCEL BASIC & INTERMEDIATE CLASS

COURSE DETAILS

1. What is Excel and its uses?
2. The menu system
3. The quick access toolbar (QAT)
4. The Formula & status bar
5. Entering data with the auto fill
6. Adding comments
7. The flash fill
8. Creating formulas and defining functions
9. The Relative, Absolute & Mixed references
10. Formatting numbers & dates
11. Conditional formatting
12. Creating & using tables
13. Shapes, arrows and other visual objects
14. Finding & replacing data
15. Freezing & Unfreezing panes
16. The outline features
17. Using formulas to link worksheets & workbooks
18. Using the IF function & relational operators
19. Introduction to VLOOKUP & HLOOKUP functions
20. Approximate & exact data table result with VLOOKUP
21. Creating charts
22. Exploring chart types
23. Formatting charts
24. Working with various chart elements
25. The in cell charts with spark lines
26. Unlocking cells & protecting worksheet
27. Protecting workbooks

MS EXCEL BASIC & INTERMEDIATE CLASS

28. Sorting data
29. Inserting subtotal in a sorted list
30. Using filters
31. Splitting data into multiple columns
32. Removing duplicate records
33. Creating Pivot Tables
34. Manipulating Pivot Tables
35. Grouping Pivot data by date and time
36. Using slicers in Pivot tables
37. Pivot Charts
38. Goal seek
39. Introduction to Solver
40. Scenario manager
41. Data table
42. Introduction to macro
43. Creating a macro
44. Running a macro

MS EXCEL ADVANCED CLASS

COURSE DETAILS

1. Displaying formula components
2. Auditing tools
3. Complete row & column references
4. Debugging formulas
5. Range names
6. 3D formulas
7. Absolute, relative & mixed reference
8. The relational IF function
9. The nested IF function
10. The compound IF function
11. Nested VLOOKUP
12. Large VLOOKUP
13. CHOOSE, MATCH, INDEX Functions
14. The MATCH-INDEX functions combo
15. Power functions single & multiple criteria
16. Statistical functions: MEDIAN, RANK, LARGE , SMALL, COUNT BLANK, COUNT
17. Maths functions: ROUND, MROUND, MOD, RAND, RAND-BETWEEN, CONVERT, AGGREGATE, ROMAN
18. Date and time functions: TODAY, NOW, DATE, DAY, MONTH, YEAR, DAYS, EDATE, EMONTH, NETWORKDAYS, NETWORKDAYS.INTL, WORKDAY, WORKDAY.INTL, DATEVALUE, DATEDIF
19. Introduction to Arrays formula
20. Counting or summing unique entries in a data set
21. FREQUENCY function with array formula
22. Using the TRANSPOSE function with array formula
23. TREND function with array formula
24. GROWTH function with array formula

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25. Text functions: FIND, MID, LEFT , RIGHT, TRIM, CONCATENATE, CLEAN
26. Information functions: ISTEXT, ISFORMULA, ISEVE, ISODD, ISERROR, ISBLANK
27. Advanced Pivot Table:
 - a. Connecting to external data source,
 - b. Consolidating data from multiple sources,
 - c. Managing subtotals & Grand totals
 - d. Changing data field summary
 - e. Drilling a Pivot Table to underlying data
 - f. Slicers in Pivot Table
 - g. Filtering with report filter fields
 - h. Manipulating Pivot tables with macros
28. Introduction to Excel Power suites (Power Pivot, Power Query, Power Map, Power View)
29. Installation of Add-ins and Microsoft Silver light
30. Creating a table of matrix
31. Creating a card
32. Creating a tile
33. Filtering the Power View objects
34. Formatting Power View objects
35. Creating a Power View: column & bar chart, pie chart, line chart
36. Creating a map
37. Creating a map with multi value series
38. Calculating a loan payment using PMT function
39. Calculating principal & interest per loan payment with PPMT & IPMT functions
40. Cumulative principal and interest between periods with CUMPRINC & CUMIPMT
41. Calculating interest payment for specific period using ISPMT function
42. Running macros using: quick access toolbar (QAT), keystroke short-cut, object and clip art

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- 43. The VBA environment and VBA components
- 44. The personal macro workbook
- 45. Absolute & relative reference in macro
- 46. Using the "For" and "For Next" statements in macro

REGISTRATION & ENQUIRIES

Duration : 5 days

Registration : N10, 000 (non-refundable)

Tuition : N220, 000

FOR FURTHER ENQUIRIES, PLEASE CONTACT:

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**PLEASE MAKE CHEQUE AVAILABLE TO
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