



MICROSOFT EXCEL

Description:

Microsoft Excel is a powerful spreadsheet program used to create, edit, and format professional tabled reports. With its grid-based structure, Excel allows users to organize data into simple lists or complex, linked spreadsheets with formulas, functions, and macros. Our Excel courses cover essential features to build your confidence in mastering this essential office tool.



We have 4 standard levels of Microsoft Excel:

INTRODUCTION

- This course covers mastering percentages and spreadsheet techniques. You will learn how to handle percentages confidently, link spreadsheets, and utilize formulas like Today, Median, Mode and Absolute Cell Referencing. You will also gain skills in filtering and subtotal functions

INTERMEDIATE PART 1

- This course introduces more complex features, including key functions like If, Sumif, Countif, And, Or, Vlookup, and Hlookup, along with an introduction to combining formulas. It also explores advanced data analysis techniques, such as Pivot Tables

INTERMEDIATE PART 2

- This course is designed to help participants master the essential tools for organizing, analysing, and presenting data. If you're looking to enhance your reporting skills or improve decision-making through better data management, this course provides practical knowledge to elevate your expertise

ADVANCED

- The advanced Excel course focuses on combining features, functions, and tools to solve complex problems. New functions such as Financial, Text, and Date formulas are introduced, along with Macros VBA, to enhance mastery of Excel

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***



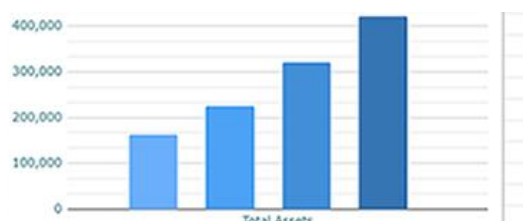
INTRODUCTION

Course Code: ITEE01 | Course Title: Spreadsheets Made Easy | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course equips you with the skills to confidently work with spreadsheets and master the fundamentals. You'll learn how to handle percentages (FIND, ADD and DEDUCT), build confidence using formulas and apply Absolute Cell Referencing. Gain proficiency in formatting and editing, while exploring screen layouts and navigation shortcuts. The course also delves into sorting, filtering and subtotal functions for data management, along with creating basic graphs like bar and pie charts. Additionally, you'll understand and apply BODMAS principles and advanced formula techniques.

6	Total Capitalization	186,989	125,220	85,474	67,044
7	Common Stock Equity	138,245	93,404	62,060	43,549
8	Capital Lease Obligations	67,651	52,573	39,791	16,292
9	Net Tangible Assets	117,767	73,406	43,257	24,891
10	Working Capital	19,314	6,348	8,522	6,710
11	Invested Capital	186,989	125,220	85,474	67,044
12	Tangible Book Value	117,767	73,406	43,257	24,891
13	Total Debt	116,395	84,389	63,205	39,787
14	Net Debt	12,524	-	-	-
15	Share Issued	10,640	10,540	10,420	10,280



Who Should Attend Microsoft Excel Training?

- Data Analysts
- Finance Professionals
- Operations Managers
- Accountants

Course Requirements:

No previous experience of Microsoft Excel is required however the delegate should have knowledge in basic computer skills i.e. how to use a mouse and keyboard.

Course Contents:

- **Keyboard:** Function Keys / Shortcuts
- **Screen Layout:** Terminology / Toolbars / Navigation
- **Formatting:** Opening - Closing - Saving / Text / Columns & Rows
- **Editing:** Planning / Autofill / Copy / Cut / Paste / Paste Special
- **Printing:** Selection / Entire Workbook / Worksheet / Page Setup
- **Data:** Sort / Filter / Subtotals
- **Basic Graphs:** Bar / Area / Pie
- **Basic Formulas:** + - ÷ × / Basic Percentages / Absolute References / Averages / Dates
- **BODMAS:** 2+2*2=6
- **Formulas:** Average / Median / Mode, Count / CountA / CountBlank / CountIF, Min / Max

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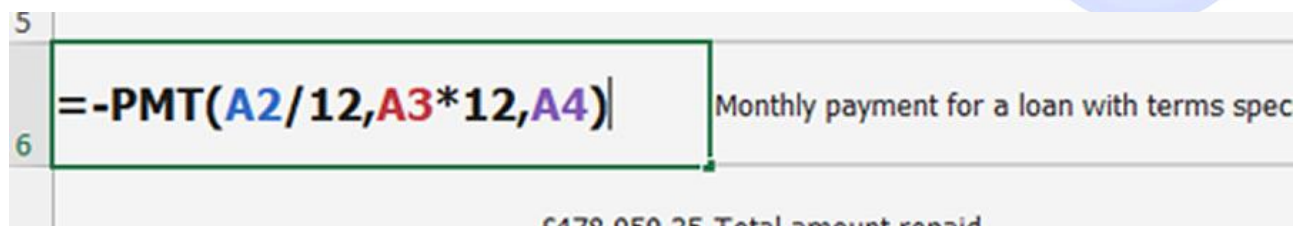


INTERMEDIATE PART 1

Course Code: ITEE02 | Course Title: Combined & Complex Formulas | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course introduces more complex features, including key functions like If, Sumif, Countif, And, Or, Vlookup, and Hlookup, along with an introduction to combining formulas. It also explores advanced data analysis techniques, such as Pivot Tables.



Who Should Attend Microsoft Excel Training?

- Data Analysts
- Finance Professionals
- Operations Managers
- Accountants

Course Requirements:

The delegate needs to have attended the previous stage of the Excel course at Pringle PCS or at least, have the equivalent working knowledge.

Course Contents:

- **Editing:** Custom Fills / Conditional Formatting
- **Advanced Linking Spreadsheets:** Formula Linking
- **Data:** Pivot Tables / Custom Filtering / Subtotals / Validation / Lists / Protection
- **Formulas:** IF Statements / CountIF & SumIF / Vlookup / Hlookup
- **Nested IFs:** =IF(A1=1,"Yes",IF(A1=2,"No",IF(A1=3,"Good",IF(A1=4,"Bad","Naughty"))))
- **More Formulas:** AND / OR
- **What IF Analysis:** Goal Seek / Scenario Manager
- **PMT:** Repayment of a Loan
- **Further Formulas:** Introduction to Combined Formulas
- **Text Formulas:** Len / Left / Right / Mid / Find / Proper / Upper / Lower
- **Combined Text Formulas:** =Proper(Left(D1,1)&" "&Right(D1,Len(D1)-Find(" ",D1,1)))

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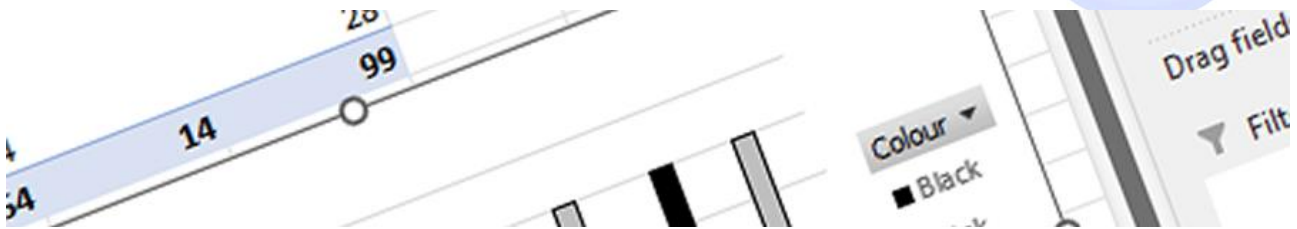


INTERMEDIATE PART 2

Course Code: ITEE03 | Course Title: Pivot Tables & Data Reports | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course is designed to help participants master the essential tools for organizing, analysing, and presenting data. If you're looking to enhance your reporting skills or improve decision-making through better data management, this course provides practical knowledge to elevate your expertise.



Who Should Attend Microsoft Excel Training?

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- Operations Managers
- Accountants

Course Requirements:

The delegate needs to have attended the previous stage of the Excel course at Pringle PCS or at least, have the equivalent working knowledge.

Course Contents:

- **Pivot Tables:** Organize and analyse large datasets efficiently with interactive pivot tables
- **Data Sorting & Filtering:** Quickly sort and filter data to focus on relevant information
- **Graphs & Charts:** Create visual representations of data
- **Creating Reports:** Design comprehensive and professional reports
- **Using the Slicer:** Utilize slicers to filter data dynamically

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ADVANCED

Course Code: ITEE04 | Course Title: Excel Master | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

The advanced Excel course focuses on combining features, functions, and tools to solve complex problems. New functions such as Financial, Text, and Date formulas are introduced, along with Macros VBA, to enhance mastery of Excel.

8	7	Sun	Play	😊	ID	1
9					Day	Mor
10			=VLOOKUP(Value,Table,ColumnNo,FALSE)		Work Play	Play
11			=HLOOKUP(Value,Table,RowNo,FALSE)		😊 😞	😊

Who Should Attend Microsoft Excel Training?

- Data Analysts
- Finance Professionals
- Operations Managers
- Accountants

Course Requirements:

The delegate needs to have attended the previous stage of the Excel course at Pringle PCS or at least, have the equivalent working knowledge.

Course Contents:

- **Date Formulas:** Essential date functions such as Day, Month, Year, WeekDay, and WeekNum
- **Combined Advanced Formulas:** IF, AND, OR, VLOOKUP, and HLOOKUP
- **Problem Solving:** Apply advanced problem-solving techniques to optimize complex formulas
- **Macros VBA:** Record, edit, run Macros & understand VBA including REM statements for automation
- **Advanced Customising:** Customize Excel through toolbars and menus
- **Advanced Formatting:** Manage & consolidate data using Templates, Track Changes, & Auditing
- **Forms / Dropdown Lists / Tick Boxes / Spinners:** Create and manage interactive forms
- **Combined Text Formulas:** Functions like Len, Left, Right, Mid, Find, Proper, Upper, & Lower

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