

PRINGLE Microsoft Excel



BOOST
PRODUCTIVITY



IMPROVE
ACCURACY



SAVE
TIME



BETTER
REPORTING



GREATER
CONTROL



BUILD SKILLS. ANALYSE DATA. DRIVE RESULTS.

EXCEL INTRODUCTION STAGE 1 SPREADSHEETS MADE EASY



Build the essential skills to create, calculate, format and organise professional spreadsheets.

FOUNDATION

EXCEL INTERMEDIATE PART 1 COMBINED & COMPLEX FORMULAS



Learn how formulas work and how to combine functions to solve more complex spreadsheet problems.

DEVELOP

EXCEL INTERMEDIATE PART 2 PIVOTTABLES & DATA REPORTS



Analyse large datasets using Power Query, lookups, PivotTables, PivotCharts and interactive dashboards.

ANALYSE

EXCEL ADVANCED MASTERCLASS



Master advanced formulas, macros, VBA, UserForms and AI-assisted coding to automate and control complex workbooks.

AUTOMATE

BESPOKE EXCEL COURSE



Tailored training using your data and processes to solve real challenges, improve reports and increase productivity.

TAILORED



PRACTICAL
REAL-WORLD
TRAINING



ALL LEVELS
FROM BEGINNER
TO ADVANCED



EXPERT
INSTRUCTOR
LED



IMPROVE
EFFICIENCY &
ACCURACY



IMMEDIATE
WORKPLACE
BENEFITS

MASTER EXCEL. MASTER YOUR FUTURE.

SKILLS TODAY. SUCCESS TOMORROW.

sales@pringlepcs.co.uk

www.pringlepcs.co.uk

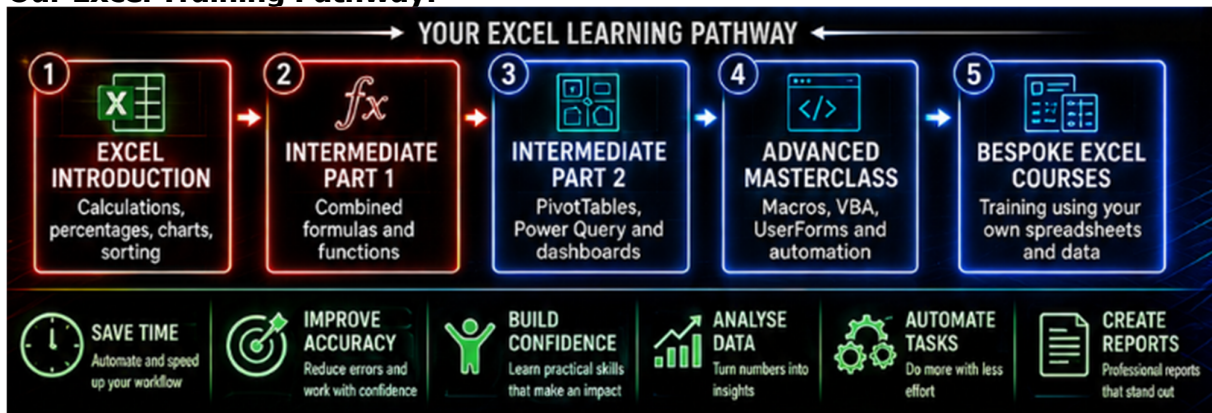
+44 (0) 114 2813350

PRINGLE Microsoft Excel

Microsoft Excel is a powerful spreadsheet application used by organisations worldwide to organise information, perform calculations, analyse data and produce professional reports. Its flexible grid-based structure allows users to create everything from straightforward lists and tables to linked workbooks, automated reports, interactive dashboards and complex business models. Excel also provides a wide range of formulas, functions, data-analysis tools and automation features that can save time, improve accuracy and support better decision-making.

Our Microsoft Excel courses are designed to build practical workplace skills and confidence at every level. Delegates can begin with essential spreadsheet techniques before progressing to combined formulas, large-scale data analysis, reporting, dashboards and process automation.

Our Excel Training Pathway:



We offer four standard levels of Microsoft Excel training, together with a fully bespoke course option.

Excel Introduction — Stage 1: Spreadsheets Made Easy develops the essential skills needed to create, calculate, format and organise professional spreadsheets confidently and accurately.

Excel Intermediate Part 1: Combined & Complex Formulas teaches delegates how formulas work and how different functions can be combined to solve practical business problems and improve existing spreadsheets.

Excel Intermediate Part 2: PivotTables & Data Reports focuses on analysing large datasets using Power Query, lookup and text functions, PivotTables, PivotCharts and interactive graphical dashboards.

Excel Advanced: Masterclass introduces advanced formulas, macros, VBA, UserForms and AI-assisted code development, enabling experienced users to automate repetitive tasks and gain greater control over complex workbooks.

Bespoke Excel Courses are designed around the delegates' current abilities and their organisation's own spreadsheets, data and working processes. With guidance from an expert Excel trainer, participants can solve genuine workplace challenges, improve existing reports, reduce repetitive administration and increase accuracy, confidence and productivity.

MICROSOFT EXCEL: INTRODUCTION

Spreadsheets Made Easy

Course Code: ITEE01 | Course Title: Spreadsheets Made Easy | Duration: 1 Day
Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live Online

Course Description:

This practical Excel Introduction course gives delegates the confidence to create, format and manage professional spreadsheets more accurately and effectively. Participants will learn how to perform basic calculations using addition, subtraction, multiplication and division, understand the correct order of formulas using BODMAS or BIDMAS, and confidently calculate, add and deduct percentages through practical examples such as VAT. The course also covers creating totals with AutoSum, linking worksheets and spreadsheets, using functions such as TODAY, MEDIAN and MODE, applying absolute cell references, producing bar, pie and line charts, and organising information using data sorting, filters and subtotals



Who Should Attend Microsoft Excel Training?

- New or inexperienced Excel users
- Office and administrative staff
- Employees working with lists, budgets or reports
- Anyone wanting greater confidence with spreadsheets

Course Requirements:

- No Excel experience is required, but basic mouse and keyboard skills are needed.

Course Contents:

- **Screen Layout & Keyboard:** Terminology / Toolbars / Navigation / Function Keys / Shortcuts
- **Formatting:** Opening - Closing - Saving / Text / Borders / Columns & Rows
- **Editing:** Planning / Autofill / Copy / Cut / Paste / Paste Special
- **Basic Graphs:** Bar / Area / Pie
- **Basic Formulas:** + - ÷ x / Basic Percentages Find Add Deduct / Absolute References / Averages / Dates
- **BODMAS BIDMAS:** 2+2*2=6
- **Formulas:** SUM / COUNTIF / AVERAGE / MEDIAN / MODE / COUNT / COUNTA / COUNTBLANK / MIN / Max / Today
- **Data:** Sort / Filter / Subtotals
- **Printing:** Selection / Entire Workbook / Worksheet / Page Setup

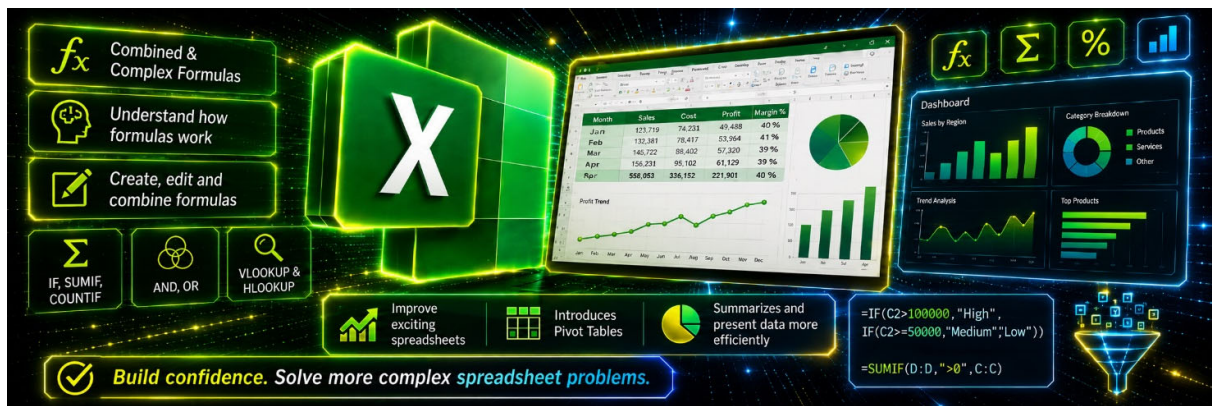
MICROSOFT EXCEL: INTERMEDIATE PART 1

Combined & Complex Formulas

Course Code: ITEE02 | **Course Title:** Combined & Complex Formulas | **Duration:** 1 Day
Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live Online

Course Description:

This practical Excel Intermediate course builds on existing knowledge and focuses on helping delegates understand how formulas work, rather than simply learning individual functions one at a time. Participants will develop the confidence to create, edit and combine formulas using functions such as IF, SUMIF, COUNTIF, AND, OR, VLOOKUP and HLOOKUP, enabling them to solve more complex spreadsheet problems. Each module builds progressively on the previous one, strengthening delegates' ability to understand unfamiliar formulas, improve existing spreadsheets and continue towards becoming an advanced Excel user. The course also introduces powerful data-analysis tools such as PivotTables, allowing large amounts of information to be summarised, compared and presented more efficiently.



Who Should Attend Microsoft Excel Training?

- Existing Excel users wanting to develop their formula skills
- Staff producing reports, budgets or data summaries
- Finance, administration, operations and data teams
- Anyone who needs to combine formulas and use PivotTables

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
- 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)))

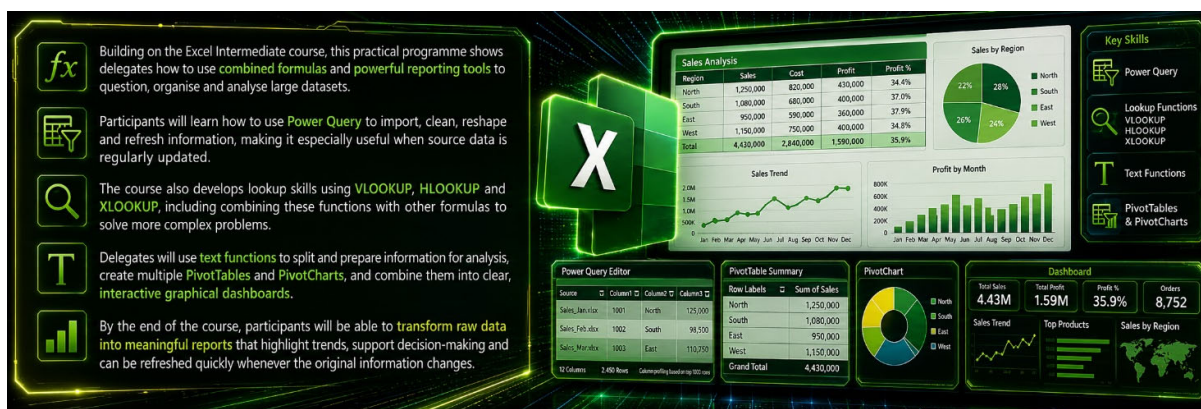
MICROSOFT EXCEL: INTERMEDIATE PART2

Pivot Tables & Data Reports

Course Code: ITEE03 | **Course Title:** Pivot Tables & Data Reports | **Duration:** 1 Day
Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live Online

Course Description:

Building on the Excel Intermediate course, this practical programme shows delegates how to use combined formulas and powerful reporting tools to question, organise and analyse large datasets. Participants will learn how to use Power Query to import, clean, reshape and refresh information, making it especially useful when source data is regularly updated. The course also develops lookup skills using VLOOKUP, HLOOKUP and XLOOKUP, including combining these functions with other formulas to solve more complex problems. Delegates will use text functions to split and prepare information for analysis, create multiple PivotTables and PivotCharts, and combine them into clear, interactive graphical dashboards. By the end of the course, participants will be able to transform raw data into meaningful reports that highlight trends, support decision-making and can be refreshed quickly whenever the original information changes



Who Should Attend Microsoft Excel Training?

- Existing Excel users wanting to develop their formula skills
- Staff producing reports, budgets or data summaries
- Finance, administration, operations and data teams
- Anyone who needs to combine formulas and use PivotTables

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:

- PivotTables:** Organise, summarise and analyse large datasets quickly and efficiently.
- Sorting and Filtering:** Focus on the information that is most relevant to your report.
- PivotCharts and Graphs:** Turn complex data into clear visual reports.
- Professional Reports:** Create structured reports that highlight trends and key results.
- Slicers:** Add interactive controls to filter PivotTables and dashboards dynamically.
- Combined IF Statements:** Build more powerful formulas using IF with AND, OR and other functions.
- Lookup Functions:** Use VLOOKUP, HLOOKUP and XLOOKUP to find and combine information.
- Power Query:** Import, clean, reshape and refresh data from regularly updated sources.
- Text Functions:** Split, clean and prepare information before analysing it.
- Interactive Dashboards:** Combine PivotTables, charts and slicers into clear graphical dashboards.

MICROSOFT EXCEL: **ADVANCED** **Masterclass**

Course Code: ITEE04 | Course Title: Excel Master | Duration: 1 Day

Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live Online

Course Description:

This advanced Excel Masterclass is designed for experienced users who want to combine formulas, functions and analytical tools to solve complex business problems, create sophisticated reports and automate repetitive processes. Delegates will explore advanced financial, text and date functions, develop techniques for constructing and managing complex formulas, and learn how to record, edit and create macros using Visual Basic for Applications — VBA. The course explains how to understand VBA code by breaking it into manageable sections and using clear comments, while also demonstrating how tools such as Microsoft Copilot and ChatGPT can help users write, explain, improve and troubleshoot code they can confidently support and develop. Participants will also learn how to create professional Excel UserForms, assign macros to buttons and controls, automatically validate, process and export information, and update spreadsheets without repeated manual work, providing greater control over complex workbooks and business processes.



Who Should Attend Microsoft Excel Training?

- Experienced Excel users ready to develop advanced skills
- Staff creating complex reports, models or automated processes
- Finance, operations, management and data professionals
- Anyone wanting to use advanced formulas, macros, VBA and UserForms

Course Requirements:

- Delegates should have completed Excel Intermediate Part 2 at Pringle PCS or have equivalent knowledge of formulas, lookups, PivotTables and data analysis. No previous VBA experience is required.

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

MICROSOFT EXCEL: BESPOKE TRAINING Custom Content

Course Code: ITEE04 | Course Title: Excel Bespoke Training | Duration: X Day
Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live Online

Course Description:

Pringle PCS can design a bespoke Excel course around the delegates' current skill levels, job roles and the specific requirements of their organisation. Using the organisation's own spreadsheets, data and working processes, participants will learn how to improve existing workbooks, simplify calculations, create more effective reports and reduce repetitive tasks. With practical guidance from an expert Excel trainer, delegates can address genuine workplace challenges and develop solutions that improve accuracy, confidence and productivity.



Who Should Attend?

- Teams or departments that regularly use Excel
- Staff who need to improve existing spreadsheets and reports
- Organisations with specific data, reporting or automation requirements
- Groups with mixed levels of Excel experience
- Anyone wanting practical training based on real workplace tasks

Course Requirements:

- There is no fixed Excel experience requirement because the course is tailored to the delegates' abilities. Basic computer, mouse and keyboard skills are required. A pre-course consultation will identify the organisation's objectives, and relevant spreadsheets or sample data should be supplied in advance where possible.

Course Contents:

Course content is created specifically for the organisation and may include:

- Reviewing and improving existing spreadsheets
- Formulas and functions relevant to everyday work
- Data validation, sorting, filtering and error reduction
- Professional reports, charts and dashboards
- PivotTables, PivotCharts and Power Query
- Linking worksheets, workbooks and data sources
- Macros, VBA and process automation
- Troubleshooting and spreadsheet best practices
- Practical solutions for reducing repetitive administration

