



Microsoft Excel for Business

Available In:

- English
- Spanish
- Virtual

Master Excel: Transform Data into Decisions

The "Excel for Business" course is meticulously designed for users seeking to harness the full potential of Microsoft Excel for professional use. This comprehensive training covers foundational skills such as spreadsheet creation and basic formulas, advancing through sophisticated data management, analysis, and presentation techniques. Trainees will also explore advanced nested functions, data visualization through PivotTables and charts, and learn to use Excel's CoPilot to code macros in Visual Basic, enabling them to automate complex tasks efficiently.

What will trainees learn?

- Excel Basics and Interface Navigation
- Working with Data and Formulas
- Worksheet and Workbook Management
- Advanced Data Management with Tables
- Data Analysis with Logical and Lookup Functions
- Chart Creation and Advanced Visualization
- Integrating and Modifying Graphical Objects
- Optimizing Workbook Functionality and Security
- Customizing the Excel Environment
- Using CoPilot for Macro Development

How will this training benefit your company and employees?

Participants will gain a deep understanding of Excel's capabilities, starting with basic worksheet functions and advancing to complex data operations. They will learn how to effectively use formulas and functions for detailed data analysis and how to organize and present data using advanced Excel features like PivotTables, slicers, and diverse chart options. Additionally, the course provides insights into customizing Excel's environment and enhancing workbook aesthetics and security. A significant focus will be on using Excel's CoPilot to write Visual Basic macros, equipping participants with skills to automate repetitive tasks and streamline their workflow. By the end of the course, trainees will be equipped to leverage Excel's powerful tools to improve productivity, make informed decisions, and present data compellingly in a business context.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 24 hours.



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