

Why Microsoft Excel MasterClass Certifications ?

Microsoft Excel Master Class from Beginner to Advanced Data Analysis and Reporting

Audience Profile :

Experienced Excel users who want to learn the topics covered in this advanced course in the 2019 interface.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.



Course Overview:

- Learn Microsoft Excel from beginner to Expert levels through This Learning Path
- First Course in this Learning path: Microsoft Core and Intermediate
- This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets using Excel.
- Students will also work with charts and advanced formatting including styles, advance their skill set by learning to work with advanced formulas, lists, and illustrations.
- Second Course in this Learning path is Advanced Microsoft Excel
- In This Advanced Microsoft Excel Training Course you will Gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.
- Third Course in this Learning path: Analyzing Data with Excel
- The main purpose of this course is to give students the ability to add BI techniques to Excel data analysis.
- The course goes beyond the capabilities of tables and charts and uses Pivot Charts, the Excel Data Model, and Power BI.
- Last Course in this Learning path: Excel Programming with VBA
- in this course students learn the Visual Basic for Applications language as well as the Excel classes and objects needed to create VBA scripts to automate Excel.

In this Learning path

1. Microsoft Excel Core & Intermediate
2. Advanced Microsoft Excel
3. Analyzing Data with Excel

Microsoft Excel Core & Intermediate Outline:

- Module 1: Creating a Microsoft Excel Workbook
- Module 2: The Ribbon
- Module 3: The Backstage View (The File Menu)
- Module 4: The Quick Access Toolbar
- Module 5: Entering Data in Microsoft Excel Worksheets
- Module 6: Formatting Microsoft Excel Worksheets
- Module 7: Using Formulas in Microsoft Excel
- Module 8: Working with Rows and Columns
- Module 9: Editing Worksheets
- Module 10: Finalizing Microsoft Excel Worksheets
- Module 11: Advanced Formulas
- Module 12: Working with Lists
- Module 13: Working with Illustrations
- Module 14: Visualizing Your Data
- Module 15: Working with Tables
- Module 16: Advanced Formatting

Advanced Microsoft Excel Outline:

- Module 1: Using Pivot Tables
- Module 2: Auditing Worksheets
- Module 3: Data Tools
- Module 4: Working with Others
- Module 5: Recording and Using Macros
- Module 6: Random Useful Items
- Module 7: Cloud

Analyzing Data with Excel Outline:

- Module 1: Data Analysis in Excel
- Module 2: The Excel Data Model
- Module 3: Importing Data from Files
- Module 4: Importing Data from Databases
- Module 5: Importing Data from Excel Reports
- Module 6: Creating and Formatting Measures
- Module 7: Visualizing Data in Excel
- Module 8: Using Excel with Power BI

Training Solutions:

✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.

✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

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