

## MICROSOFT TRAINING OPTIONS for 2021:

The following is a list of standard Microsoft Training Courses available –and where necessary, a brief note on what the topic is about.

Or you may prefer to pick and choose topics from any course to customise training to meet your specific needs.

### ☐ EXCEL LEVEL 1 (Half Day, 3-hour Session)

– for beginners and those who need a refresher on the basics.

- Inserting and deleting rows / columns
- Autofill Lists
- Editing and entering text / basic formulas
- Auto sum and Copying formulas
- Formatting Spreadsheets
- Printing and page setup
- Sorting and Filtering Data
- Working with Large Spreadsheets  
*Split screens / freeze panes*
- Min, Max, Count and Average Functions

### ☐ EXCEL LEVEL 2 (Half Day, 3-Hour Session)

– Full of Tips and Tricks to save Time.

- Relative and Absolute Cell addressing  
*Using the F4 key to create absolute cell references like \$A\$1 when copying formulas*
- Working with Dates  
*Using dates in formulas*
- Conditional Formatting  
*Using Colour to understand data*
- Linking Data  
*Creating formulas across worksheets*
- Tables and Creating Dynamic Charts  
*Charts that automatically update when data is refreshed*
- Sparkline Charts  
*Creating micro-charts contained in one cell*

## □ EXCEL LEVEL 3 (Half Day, 3-Hour Session)

### – More Advanced Tools

- Grouping and outlining  
*Manage large datasets with these tools*
- Subtotals  
*Get subtotals for different areas of your worksheet with one function*
- Count Ifs and Sum Ifs  
*Adding multiple criteria to count and sum data*
- Data Validation  
*Restricting data entry in cells to certain data types*
- V-Lookup Tables  
*The VLOOKUP function can be used to find specific data that is stored in a table of data using existing information as a reference. E.g. looking up a price list based on a product code from another table.*
- If Error  
*Combine If Error with a V-lookup function to remove error messages from cells.*
- Pivot Tables  
*Get up and running with Pivot Table basics to analyse and summarise data*

## □ EXCEL POWER QUERY (Half Day, 3-Hour Session)

### – Use Power Query tools to automate routine tasks

- Get Data from different sources / CSV / Web /Excel / Databases
- Automate the transformation of raw data into a clean dataset
  - Append Data
  - Merge Data
  - Unpivot Data
  - Transform Data
  - Split Data
  - Extract Data
  - Create Index columns

## Introduction to POWER BI (4-hour Course)

Take the leap from Pivot Tables and V-lookups into the exciting world of Power BI. With multiple data sources, automated data cleansing and interactive reports, this course is suitable for the beginner looking to make a strong start with Power BI.

- Navigating Power BI
- Create connections to the Data Model
- Transform data into suitable formats with Power Query
- Organising queries
- Data Modelling
  - Understanding the Data Model
  - Relationships in the Data Model
- Working with DAX and Measures
- Visualisations
- Reporting

\*a pre-requisite of this course is Excel Level 3 or knowledge at a similar level of Pivot Tables

## POWER BI – WITH INSIGHTS AND CUSTOMISED TRAINING (Half Day, 3-Hour Session)

Have someone else design your dashboard with customized Insights then get training on how to run your new dashboard.

- Learn how to navigate Power BI
- Understand how to refresh Data
- Publish Dashboards