

Microsoft Excel Training

Course Overview

The aim of this course is to bring your team up to speed with doing analysis and modelling in Excel. The course covers different modules, spanning from Excel essentials, intermediate level to advanced functionality – regardless of what modules are chosen, they're all focused on making you a faster and smarter Excel user

Benefits

The course is designed to:

- ✓ Bring team members up to speed on Excel functionality
- ✓ Help the team to become more commercially-minded through typical retail analytics and skills
- ✓ Implement best practice when it comes to managing complex spreadsheets
- ✓ Show the team how to do modelling in a smarter way

Our Approach

- Our approach to Excel training is about making your team confident in analysing and manipulating data in a better way
- The course is modular and can be modified to suit the needs of your team
- The course is deliberately hands-on to ensure colleagues can start using new skills straight away
- We include a challenging Excel based test based on relevant examples to emphasise the key aspects of each session
- We provide 'hints and tips' throughout the day based on our learnings from projects
- At the end of the day we leave you with a workbook (provides a reference resource) and a central repository (contains Excel tools and worked examples, which make it easier to adhere to a standard)

What's Covered

Session 1

Basic Excel functionality and work book set up, e.g. basic formulas, filtering, lookups, cleverer formulas, etc.

Session 2

Intermediate Excel functionality, e.g. subtotals, pivot tables, match index, grouping information, etc.

Session 3

Advanced Excel functionality part 1, e.g. DBASE functions, offset and indirect, array formulas, etc.

Session 4

How to model in Excel, e.g. managing assumptions, forecasting sales, NPV, price elasticity, etc.

Session 5

Advanced Excel functionality part 2, e.g. Macro's and VBA, what if, statistical analysis, etc.

Modules are tailored to suit your needs

Example

Format

Although there is no minimum number required, we would expect 10-15 people to attend this course to allow for group discussions and case study exercises

The course runs from 9am – 5pm. Attendees are required to bring their laptops as they will use them for the Excel exercises

Cost

Please get in touch to find out about our fee structure and to discuss the support required

About PatelMiller

PatelMiller is a business consultancy that works closely with its clients to develop their strategies and deliver their full benefit. Our team have gained their skills from working for leading consulting firms as well as the world's best retailers. Our service offering includes, Strategy, Analytics, Lean Operating Models, Programme Management, Digital and Due Diligence

Find out more:
www.patelmillier.com | enquiries@patelmillier.com

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