



Advanced MS Excel Course Brochure

1 Day Practical Workshop



Contents

Course Overview.....	2
Why Choose DCM Learning	3
Course Objectives & Benefits.....	4
Course Content.....	5
Trainer Profiles.....	6
Who We Work With	9
Contact Details	10



The Right Fit.....For You

Our Advanced MS Excel course has been designed for learners who have a good grounding in Excel either from experience or from attending our Intermediate Microsoft Excel training course.

Our one -day **Advanced MS Excel** programme covers the vast array of functionality of Microsoft Excel and will allow learners to enhance their skills. If your job **involves manipulating and analysing data in Excel**, you will find this course very useful.

All of our training sessions are **highly interactive** and include facilitated discussions, group workshop activities, case study and role play exercises.

This excel course is **very practical and interactive**. During the training session, each learner will work through exercises and practice using the various Excel features covered during the course.

Our Microsoft Excel courses have been **designed to be in line with the Microsoft Certified Professional** courses and our trainers are Microsoft Certified Instructors.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose Our Advanced MS Excel Course

DCM Learning's Advanced MS Excel Course offers in-depth knowledge of the vast array of functions available in Microsoft Excel and allows learners to build on their pre-existing skills.

Specific reasons to choose this course:



Experienced: We have trained over 197 individuals successfully in Microsoft Excel over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered the Advanced MS Excel programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



INTERNATIONAL





Advanced Excel Course Outline

COURSE OVERVIEW

This advanced course is aimed at learners who have a good grounding in Excel either from experience or from attending our Intermediate Microsoft Excel training course. If your job involves manipulating and analysing data in Excel, you will find this course very useful.

This advanced course focuses on the vast array of functionality of Microsoft Excel and will allow learners to enhance their skills. The course also goes into detail on how to normalise data and analyse it with Pivot Tables.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Import data into Excel, prepare it and set up pivot tables to analyse it
- Record macros and create icons on the toolbars to run them
- Understand how to locate errors in formulas and evaluate them
- Use analysis tools to forecast figures based on a range of scenarios
- Ensure important data is highlighted by summarising large workbooks and sorting data into key elements

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Contents

TOPIC 1: WORKING WITH MULTIPLE SHEETS

- Opening a second workbook
- Worksheet Linking; Update Links
- Linking Calculations and Using Paste Special
- Object Linking and Embedding

TOPIC 2: ADVANCED FUNCTIONS

- Data Tables and Goal Seeker
- Solver;
- IF, Nested IF;
- LOOKUP; HLOOKUP; VLOOKUP
- Text Functions; Date & Time Functions

TOPIC 3: ADVANCED FILTERS

- Data Consolidation;
- Pivot tables and charts

TOPIC 4: MACROS

- Simple Macro editing with Visual Basic
- Creating and Running Macros and Assigning Macros to a toolbar

TOPIC 5: WORKING WITH SCENARIOS

- Creating and viewing scenarios
- Creating and editing templates



Padraig O'Connor

Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance

"The feedback from the training on Monday was very good. Everyone thought Padraig was excellent and explained everything really well."

Niamh Phelan, HR Business Partner, Lionbridge

The Lionbridge logo consists of an orange square with the word "Lionbridge" written in white, sans-serif font.



Joe O'Connor

Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor

"Thanks Belinda, Joe was excellent and the team all enjoyed the training, it went really well."

Deirdre Flood, HR Manager, Amphenol TCS

Amphenol®



Inhouse Training, One Size Doesn't Fit All.

Does your team need excel training? DCM Learning has a full range of excel training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made excel training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

-  01 5241338
-  dublin@dcmlearning.ie
-  Guinness Enterprise
Centre

CORK

-  021 2429691
-  cork@dcmlearning.ie
-  Atrium Business Centre
Blackpool Business Park

DROGHEDA

-  041 9865679
-  drogheda@dcmlearning.ie
-  24 Laurence Street
Co. Louth