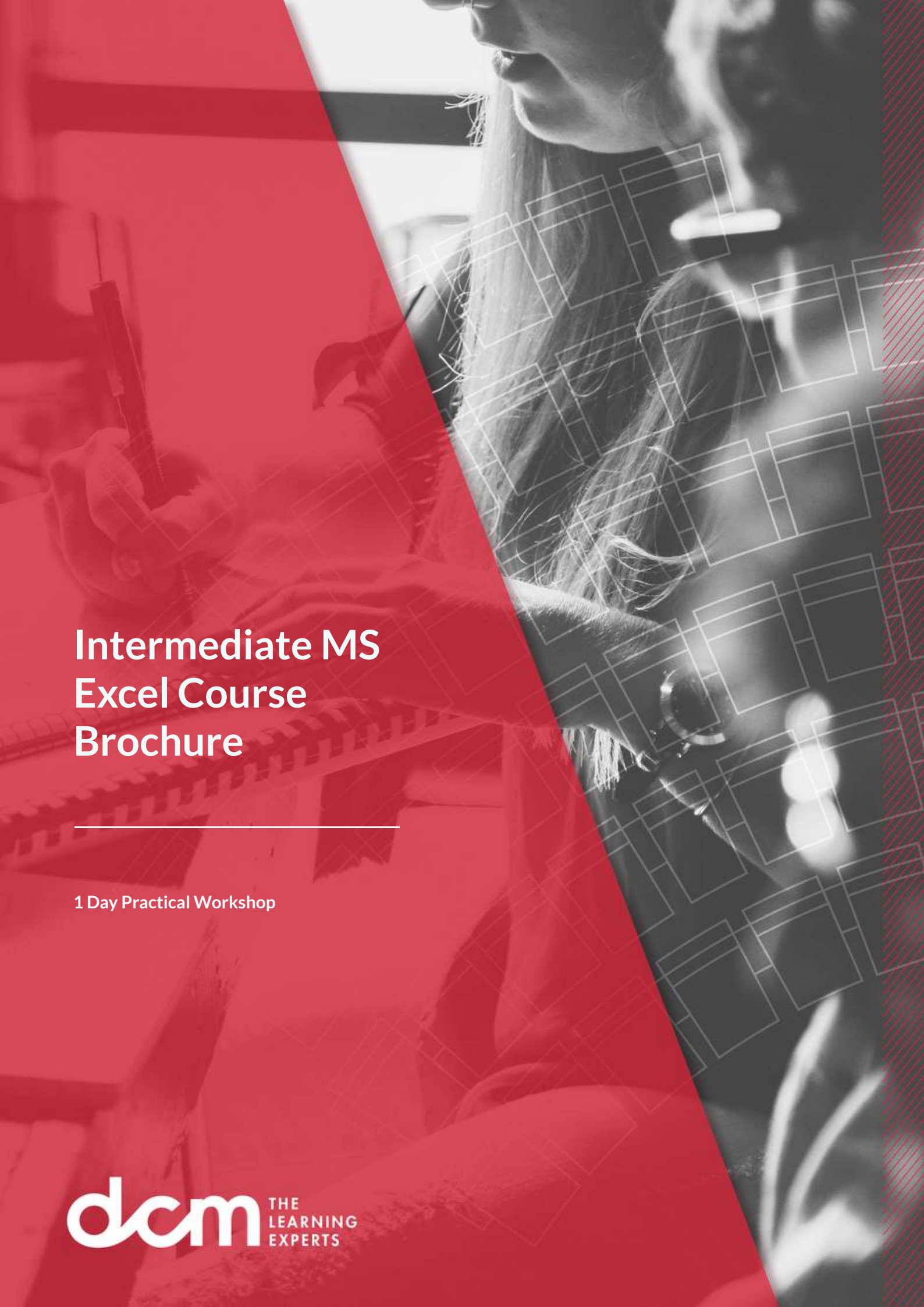

Intermediate MS Excel Course Brochure

1 Day Practical Workshop

dcm THE LEARNING EXPERTS

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The Right Fit.....For You

Our Intermediate MS Excel course has been designed to help learners enhance their existing skills and to expand their knowledge. If you think you know Excel, this course will show you what you've been missing.

Our one day **Intermediate MS Excel** programme will introduce new concepts for sorting data, and building conditional formulae. Learners will leave **equipped with the skills to improve their formatting, ability to organise data**, with the course highlighting key information and creating formulas/links between sheets.

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 Intermediate Excel Course

At DCM Learning we have a strong culture of working in long-term relationships with our clients. This course is designed for learners who have used Excel before and want to expand their knowledge and offers real life, practical skills, aimed at leaving learners with a new confidence in their Excel expertise.

Specific reasons to choose this course:

197

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 our Intermediate 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.

Actavo

McCloskey's

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

intel

Google

Abbott

ESB INTERNATIONAL

FAI

Intermediate Excel Training Course

COURSE OVERVIEW

This course is designed for learners who have used Excel before and want to expand their knowledge, improving formatting, organising data, highlighting key information and creating formulas/links between sheets.

The course will introduce new concepts for sorting data, and building conditional formulae. If you think you know Excel, this course will show you what you've been missing. Learners will leave feeling a new confidence in their Excel expertise and ready to take on new challenges with data.

During the training session, each learner will work through exercises and practice using the various Excel features covered during the course.

LEARNING OUTCOMES

By the end of the session you will be able to:

- Quickly summarise multiple sheets of data into one
- Turn long lists and reports into easy to read tables
- Formulas to check whether cells pass or fail your rules
- Create links between cells so that they all update automatically
- Highlight targets, trends, duplicates and errors with Conditional Formatting
- Formatting and layout consistency by saving as a Template

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

Course Content

TOPIC 1: WORKING WITH LARGE SHEETS

- Hiding Rows and Columns
- Worksheet Panes
- Grouping and Ungrouping
- Naming Ranges

TOPIC 2: WORKING WITH DATA LISTS

- Sorting Lists
- Forms in Excel
- Filtering Lists
- Custom Filters
- Setting up lists

TOPIC 3: REPORTING

- Summary Reports - Sub Totaling Data
- Multiple Subtotals & Removing Subtotals
- Summary Report Outlining

TOPIC 4: DATA ANALYSIS

- Analysing Data with PivotTables
- Creating & Modifying a PivotTable
- Changing a PivotTable Summary
- Functions

Course Content

TOPIC 5: PROBLEM SOLVING

- Goal Seek
- The Scenario Manager
- Scenario Summaries
- IF Functions
- Nested IFs

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

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"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

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 Microsoft Excel training? DCM Learning has a full range of 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 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.

dcm THE LEARNING EXPERTS

Set your career on the right course

DUBLIN
01 5241338
dublin@dcmlearning.ie
Guiness 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