

The Skills Academy

Excel Skills for the workplace



COURSE OVERVIEW

Microsoft Excel is a crucial skill to have for numerous roles in business, finance, administration, healthcare & IT sectors to name a few.

Some of the most important benefits of providing Excel training for all employees in an organisation is to reduce errors & the ability to organise & share data.

The Skills Academy have designed and developed an Excel curriculum that reflects & mimics large data sets, and real life work based scenarios similar to client based assignments.

The programme will be delivered by a 'Big 4' qualified accountant and lecturer.

WHO IS THIS FOR?

This course is ideally suited for existing employees and / or for graduates who work in an accounting or finance related role.

If you are planning on pursuing a career in financial management or looking to develop your existing skillset, this course is what you need.

On completion of this course, you will understand the multiple applications of Excel which will greatly improve how to apply it to a working situation using real life examples of datasets and client demands.

ASSESSMENT & TESTING

The taught principles will be tested through a 90 minute final assessment. Completion of this course will be recognised by a Certificate of Competence from The Skills Academy to demonstrate that you have mastered the practical and applicable Excel skills required to add value to your employer.

CONTACT US

We can offer the training either in your offices (subject to minimum number) or virtually.

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WHAT WILL BE COVERED?

The Skills Academy will take you through the skills required to master Microsoft Excel.

Participants will learn the following:

- Data entry (text and numbers)
- Charting and graphing
- Data management (sorting and filtering)
- Programming (scripting to automate)
- Task management
- Financial modeling
- Accounting (currencies and functions)
- Financial analysis
- How to use Excel to evaluate and examine different datasets
- Pivot table using Autofill within Excel
- How to leave, respond and delete comments in Excel
- How to create and use Hyperlinks and link work
- How to restrict access to an Excel Sheet
- How to use sum, average, minimum, maximum, count, round and greater than or less than functions < / >
- How to apply automatic formatting if a cell fits certain criteria 'Conditional Formatting'
- How to use IF Formulas - i.e. SUMIF and COUNTIF
- Tables & Charts - how to create charts and using sparklines graphs to highlight movements
- Through our experienced trainers we have identified the 15 most relevant formulae to competently perform client based assignments. This is what will be taught, applied and tested.

HOW LONG WILL IT TAKE?

This course will be delivered over two days, taking time and care to ensure that all participants understand the teaching goals of the course.