Microsoft Office Excel 2019/2021 – Part 3

COURSE OVERVIEW

This course builds on foundational and intermediate Excel knowledge, helping you maximize your Excel skills. You'll learn to collaborate, automate tasks, and use conditional logic and dynamic arrays for advanced formulas. By automating complex tasks, you can focus on analyzing your organization's data. The course prepares you for the Excel Associate (MO-200) and Excel Expert (MO-201) certifications.

WHO SHOULD ATTEND?

This course is intended for delegates who are experienced Excel 2021 users and have a desire or need to advance their skills in working with some of the more advanced Excel features.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.
- Work with multiple worksheets and workbooks.
- Share and protect workbooks.
- Automate workbook functionality.
- Use Lookup functions, dynamic arrays, and formula auditing.
- Forecast data.
- Create sparklines and map data.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Building on foundational and intermediate Excel knowledge.
- Collaborating with colleagues using advanced Excel features.
- Automating complex or repetitive tasks.
- Using conditional logic and dynamic arrays to construct elaborate formulas.
- Focusing on extracting meaningful insights from large data sets.
- Preparing for the Excel Associate (MO-200) and Excel Expert (MO-201) certifications.
- Enhancing Excel skills to work efficiently with extensive data and automate processes.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.
1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded