



Course: Operational Microsoft Excel

Location: Virtual

Date: 9 - 10th May 2023

Content:

Core Excel Functionality: Core functions of Excel.

Shortcuts: Little-known shortcuts to enhance your use of Excel.

Formulae & Functions: Utilise a range of formulae and functions in order to format, organise, and manipulate operational datasets.

Pivot Tables: Advanced instruction in using pivot tables to analyse data.

VLOOKUP: Create VLOOKUP tables so you can auto-fill from a dataset, to add attribution or enrich with known data.

Data Dashboards: Create your own data dashboards to expedite and professionalise your analysis in Excel.

Complex Datasets: Present complex datasets in a clear and concise manner using the reporting capabilities of Microsoft Excel.

PowerBI: Advanced data cleansing and analysis