

Excel for business professionals

Category: Office Applications | **Vendor:** Microsoft

Duration: 18.00 hours (3 days)

14.6 CPD Hours

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course provides the knowledge to create advanced workbooks and worksheets that can deepen the understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it and present that information to decision makers. In addition this course will give you the ability to collaborate with colleagues, automate complex or repetitive tasks and use conditional logic to construct and apply elaborate formulas and functions which will allow you to work through a lot of data and generate the answers that your organisation needs.

About This Course

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Who Should Attend

The job roles best suited to the material in this course are: sales personnel, accountants, administrators, auditors, lab assistants, office job positions.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Work with functions.

Work with lists.

Analyze data.

Visualize data with charts.

Use PivotTables and PivotCharts.

Work with multiple worksheets and workbooks.

Share and protect workbooks.

Automate workbook functionality.

Use Lookup functions and formula auditing.

Forecast data.

Create sparklines and map data

Additional Course Details

Nexus Humans Excel for business professionals training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Excel for business professionals course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Excel for business professionals?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
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Q: How many CPD hours does this course provide?

The 3-day Excel for business professionals course provides up to 14.6 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Excel for business professionals training?

The training takes place over 3 day(s), with each day lasting approximately 18.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Excel for business professionals?

Yes, we provide corporate training, dedicated training, and closed classes for Excel for business professionals. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Excel for business professionals?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Excel for business professionals training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

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