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Formulas and Functions Boot Camp – Live Online Training

Dates: July 15th 2020/July 22nd 2020/July 29th 2020/August 5th 2020

Time: 12PM – 2PM (GMT +3)

Course Fee: KES. 2,000.00 per session

Payment: Pay Bill: 516600 | Account No. 0010114079009



About this workshop

In this 2-hour training, discover essential Excel formulas and functions to solve your Excel problems and finish your daily checklist faster.

- Must know formulas: SUM, AVERAGE, COUNT, SUMIF, COUNTIF, IF, Nested Ifs & more
- Using the power of statistical & financial functions: Make daily tasks easier
- Formatting tricks in a few clicks: Showcase your data & highlight the vital info
- New formulas that will help you solve tough problems: Prevent annoying errors

If you have the basics of Excel down, and you want to start taking your knowledge to the next level, then this class is for you. In this class — ideal for people working in business, management, or simply interested in getting more organized — you'll learn everything you need to perform at a high level in Excel. This includes formula writing, combining formulas, creating basic to

intermediate charts, and of course the ultra-powerful Pivot Tables. This class will give you the tools to be a more desirable job candidate and a more productive worker.

Program Highlights

Timesaving Excel Power Functions, Faster Formulas & Helper Cells

- Vital functions & formulas: New tricks to help ease your day
- Autosum tricks to analyze data quickly
- How to write "IF statements" that save hours of manual typing
- VLOOKUP - quickly find info in current and other worksheets

Math, Financial & Statistical Formulas Made Easy

- Pivot Table & Array Formulas that everyone should know
- Be more efficient with these functions: INDEX & MATCH
- Quickly identify trends with powerful statistical functions
- Tricks to easily summarize your data & converting Formulas to Values
- A review of basic formula writing, including when to use Absolute & Relative references
- Level One data analysis geared to quickly pulling needed information out of large data sets
- Intermediate and Advanced Functions, such as VLookup, If, SumIf, and variants such as SumIf and CountIf
- Combining Formulas to accomplish needed tasks such as a cleaning, editing, or analyzing data sets
- How to create and modify Pivot Tables to analyze large quantities of data quickly and effectively

Prerequisites & Preparation

Students should have a general familiarity with Excel including knowledge of how to navigate spreadsheets and how to copy & paste. Excel users who have some more advanced Excel skills, but looking to broaden their understanding of this software will also benefit from this course.

The instructor will be using a PC, but all functions/features will work on a Mac. Shortcuts will be provided for both systems.

Please bring a laptop with Microsoft Excel installed along with a notepad and pen. This is an interactive class and your participation and questions are encouraged!

About Us

OPENCASTLABS LIMITED trading as OCL Learning specializes in training and consulting in Microsoft Excel, Financial Modeling and Power BI. We help organizations and individuals optimize the use of Microsoft Excel in developing and automating report development, data visualization, cleaning and analyzing data and much more.

OPENCASTLABS LIMITED is a Microsoft Certified Partner.

