

# MICROSOFT® OFFICE EXCEL®



Don't spend your days trying to figure everything out on your own. Let **InTop** help you with our Excel Training. Our Excel courses will arm you with the knowledge of how to use Excel more effectively and efficiently and ultimately help you make smarter decisions.

## PROGRAM

### Course outline Part 1 (level 1)

- Get started with Microsoft Office Excel 2010/2013
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

### Course outline Part 2 (level 2)

- Customize the Excel environment
- Create advanced formulas
- Analyze data by using functions and conditional formatting
- Organize and analyze datasets and tables
- Visualize data by using basic charts
- Analyze data by using PivotTables, slicers, and PivotCharts

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

### Course outline Part 3 (level 3)

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools

Upon successful completion of this level, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

### Certificate requirement

Participants who are present during the whole training will be awarded a certificate from **InTop Bedrijfsopleiding & Training**.

### Duration

Each level consists of 4 sessions of 3 hours each.

### Costs

Please contact us so we can prepare an attractive offer for your training needs. **Payment in installments** is possible but has to be separately agreed upon.

