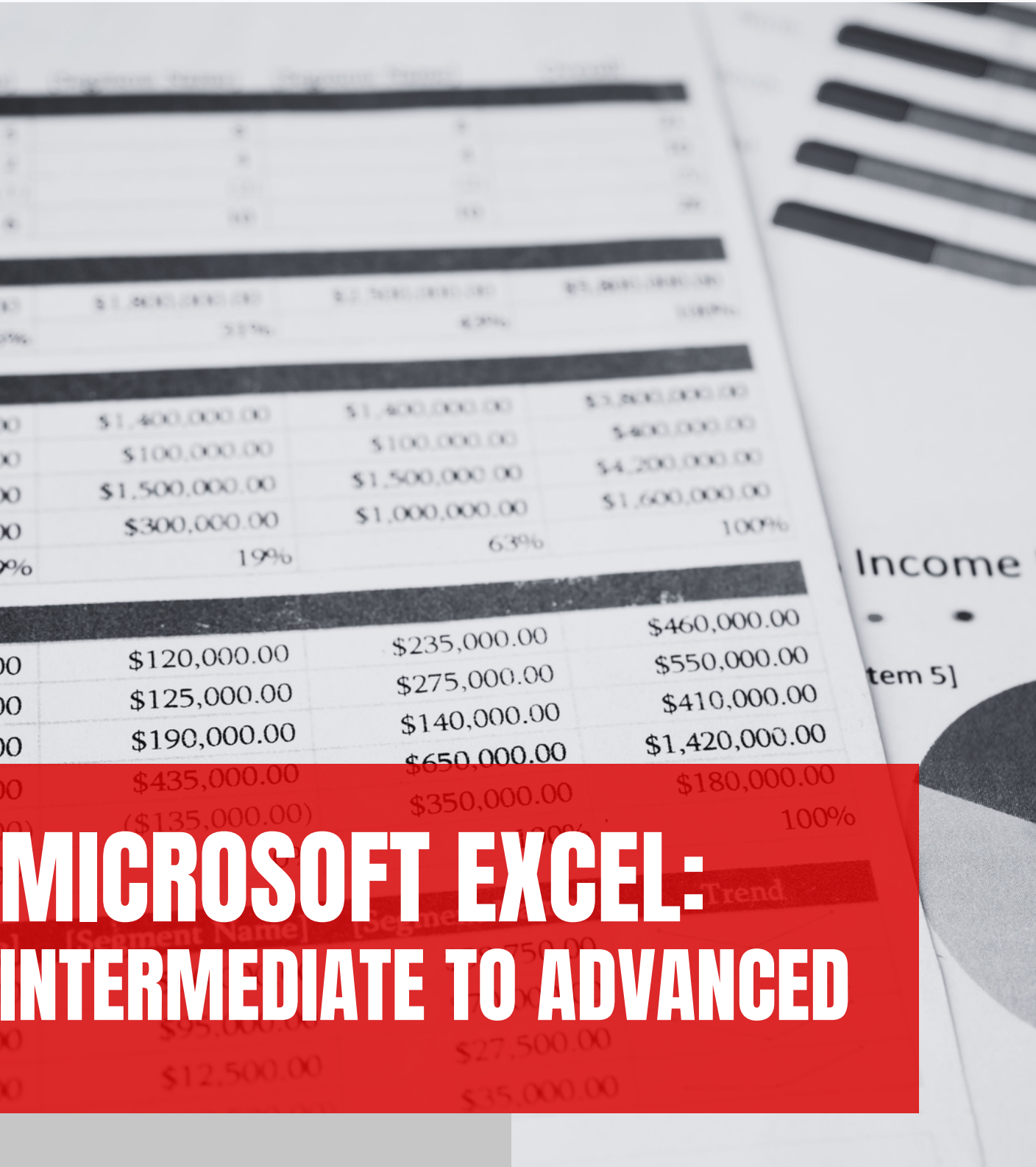




2024

"unlocking the power to transform data into insights,
decisions, and success."



"Empowering Minds, Transforming Careers"

www.leaders.qa

ABOUT US



Leaders Training Centre is Qatar's premier provider of comprehensive, high-quality courses, catering to personal and professional development needs.

With experienced trainers and a wide array of offerings in leadership, management, HR, finance, and beyond, we're trusted by individuals and organisations alike for practical, results-driven training solutions.

Our hands-on approach, diverse teaching methods, and exclusive partnership with the CFA Institute ensure impactful learning experiences. We've fostered strong relationships with reputable entities in Qatar, including Qatar Investment Authority, Baladna, The Commercial Bank, Oryx, Qatar Foundation Endowment, QAPCO, and QDVC, to meet their staff's professional development needs."



COURSE OVERVIEW

The objective of this comprehensive course is to provide participants with a thorough understanding of Microsoft Excel, starting from the basics and progressing to advanced features and functions. Participants will learn how to efficiently navigate Excel, create and format spreadsheets, use basic and advanced formulas, analyze data, and visualize results. By the end of the training, participants will be proficient in Excel and equipped with the skills necessary to tackle complex data analysis tasks and enhance their productivity.

Why companies need this training?

Efficiency Gains

Excel training enables employees to work more efficiently with data, saving time and increasing productivity.

Data Analysis

Equips staff with skills to analyze and interpret data effectively, leading to better decision-making and insights.

Standardization

Promotes consistency in data management and reporting across the organization, ensuring accuracy and reliability.



OUTCOMES & DELIVERABLES

"Goals are the roadmap, outcomes are the destination; it's not just about the journey, but the destination we strive to reach."

Expected Outcomes

1. Understand the fundamentals of Microsoft Excel, including spreadsheet navigation, data entry, and basic formula usage.
2. Learn advanced Excel functions and features for data manipulation, analysis, and visualization.
3. Develop proficiency in creating dynamic and interactive spreadsheets for reporting and decision-making.
4. Gain hands-on experience in using Excel for complex calculations, data modeling, and scenario analysis.
5. Acquire knowledge of Excel tips, tricks, and shortcuts to improve efficiency and productivity.
6. Enhance data visualization skills through the creation of charts, graphs, and dashboards in Excel.
7. Apply Excel skills to real-world scenarios and business applications, such as financial analysis, budgeting, and forecasting.

Deliverables

- MS Excel Handbook
- Excel Templates and Examples
- Excel Tips and Shortcuts Sheet
- Case Studies and Best Practices
- Post-Training Consultation
- Certificate of Completion





COURSE OUTLINE

01

Introduction to Excel Intermediate

Introduction to Basic Formula Usage and Cell Referencing,
Introduction to Functions

02

Intermediate Excel Functions

Advanced Formula Usage: IF, VLOOKUP, SUMIF, COUNTIF, etc.
Working with Dates, Text, and Logical Functions
Introduction to Array Formulas and Dynamic Arrays

03

Data Analysis and Visualization

Using Pivot Tables for Data Analysis and Summarization
Applying Filters, Sorting, and Conditional Formatting
Creating Charts, Graphs, and Sparklines for Data Visualization

04

Advanced Data Analysis Techniques

Performing What-If Analysis and Scenario Planning
Using Goal Seek and Solver for Optimization Problems
Introduction to Power Query and Power Pivot for Data Modeling

05

Automation and Efficiency

Recording and Editing Macros in Excel
Using VBA (Visual Basic for Applications) for Advanced Automation
Introduction to Excel Add-Ins and Custom Functions

06

Advanced Data Visualization

Creating Interactive Dashboards and Reports in Excel
Using Slicers, Timelines, and Pivot Charts for Dynamic Reporting
Advanced Charting Techniques and Customization Options



CALL US TODAY!

Leaders Training Centre: Empowering professionals to reach new heights by nurturing their career growth.



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