

Excel Courses

Targeted Learning. Practical Skills. Real-World Application.

Not every learning need requires a full training programme. Sometimes you need to develop a specific skill, address a workplace challenge, or give your team a focused boost in a particular area.

Our **short courses are designed around targeted subjects**, providing practical, skills-based learning without the time commitment of extended study.

Focused on What You Need

Our courses cover a range of workplace and professional development topics, with content designed to be relevant to today's business environment.

- **Lookups, Protect & PivotTables**
 - Understand the Function library and Lookup functions and how to apply. Protect your workbook or worksheets and understand PivotTables and data
- **Table Styles, Conditional Formatting**
 - A table typically contains related data in a series of worksheet rows and columns that have been formatted as a table. Conditional formatting is used to highlight information in Excel to automatically color cells or add data bars based on specific cell values.
- **Clean Data, Auditing and Data Validation**
 - Clean data in Excel is fixing formatting, removing duplicates and using data validation to block or limit bad entries before they happen. Formula auditing and integrity can trace precedent and dependent cells and evaluate formulas
- **Lists, Sub-Totals & Dashboards**
 - Summarize data using lists, automated subtotals and dashboards transforming data then creating Dashboards with Pivotable

Practical From Start to Finish

Our short courses aren't designed simply to provide information. They are structured to help participants **understand, practise and apply** what they learn.

Where appropriate, real workplace examples and activities are incorporated into the learning so that participants can see how the skills relate to their own roles. Participants apply their knowledge to their own real time workbooks,

Designed for Busy Professionals

Short courses are ideal for organisations and individuals who need **focused learning without unnecessary content**.

Whether you're developing an individual skill, supporting a team, preparing employees for new responsibilities, or responding to changing workplace requirements, our targeted courses provide a flexible way to develop capability.

Learn what you need. Apply what you learn. Take the skill back to work.