

Microsoft Excel for Business



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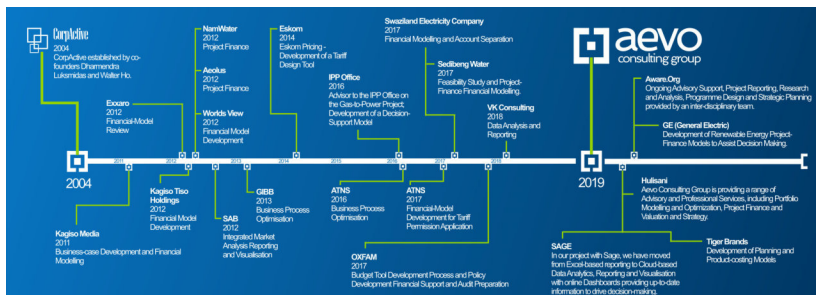
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Aevo Consulting Group

At Aevo Consulting Group, we believe in excellence and this value underpins all that we do. Our core focus is providing specialist financial-modelling services. We've helped JSE-listed companies, parastatals and local & national government departments make informed decisions with flexible and robust tools.

With a multi-disciplinary advisory team in place, a long history of successful projects and close links to a range of strategic network partners, our offerings are diversifying more widely into the management consulting and training arena. Whatever we do, we aim to deliver professional, results-driven advisory services that respond to client needs.



Learning and Development Approach

The Aevo Learning and Development Academy provides a team of specialist consultants and expert trainers, with extensive national and international experience. Our experience ranges from the boardroom to the shop floor of the private and public spheres, as well as being actively engaged in academia. In addition to the internal capabilities of the Aevo Group, we also have credible associates in South Africa and the wider SADC. We have a range of generic course outlines that are customised to meet client requirements and contexts.

Microsoft Excel has become a staple software within the modern business environment but one that is not often used to its full potential or with the desired efficiency. Our Excel for Business training programme is designed for people using Excel in their everyday business execution and want to gain more insight on how to make Excel work better for them and their organisations. Only basic knowledge is required for the course.

High-level Course Overview (courses are customised to client requirements with the following as a basic overview)

Spreadsheet Design Principles (including modelling best practice)

- Input and calculation sheets split (in principal)
- Setup sheets using best practices
- Input sheet details and examples of uses (Input of the CPI, tax, pricing and exchange rates etc.)
- Historic input sheet in principal

Advanced Excel functions/tools

- Using Auto-Fill to fill a series
 - Drag values (Fill with or without formatting)
 - Accept value the Excel complete in a column
 - Fill function (Home menu, Editing group)
- Copy/cut/paste versus linking data from another workbook
- Formulas including - If, Nested IF, Or, And, Iferror, Vlookup, Hlookup, Lookup, etc.
- Functions
- Viewing and formatting large worksheets

Preparing and Working with Data

Presentation (graphs and tables) and Reporting