







# ADVANCED EXCEL

I would like to thank you for a well thought-out course, it was very insightful and I learned a lot ...  
J. Vos  
(Nedbank)



## COURSES WE OFFER

-  Advanced Excel
-  Pivot Tables
-  Graphing in Excel
-  Financial Modelling
-  VBA Macros for Excel
-  Excel Fundamentals

## WHAT YOU WILL RECEIVE

- Expert presenters who can answer any excel related question
- Course book with detailed screenshots
- CD with video clips

"The BEST Excel course I've ever attended. Thanks!"  
F. Swanepoel  
(Sun International)

## MORE ABOUT COURSE DESIGNERS

Adrian Miric is a Chartered Accountant (CA(SA)) with experience in IT (CISA), and Corporate Finance (Chartered Financial Analyst- CFA ).

He has spent 15 years building and reviewing financial models in various industries. Clients include the likes of MTN, ABSA, AngloGold Ashanti and Sun International.

The company consults on various financial modeling assignments and distributes software packages to enhance the use of Microsoft Excel. More information about the company is available on the web site.

Value-for-money ...this course is highly recommended.  
- A. Dawood  
(Transnet)

### Day 1

- ✓ How errors happen in excel and how to avoid them
- ✓ High level spreadsheet design principals
- ✓ Essential Knowledge
  - Auditing Toolbar
  - Function wizard
  - Various shortcuts and useful tools
- ✓ Importing data into a spreadsheet
  - Using excels import wizard to import text and databases
  - Using the text to column tool
  - Common pitfalls / problems at this stage addressing them
- ✓ Correcting the format of the date
  - Data Cleanup using the Data Autofilter and the Advanced Filter
  - GOTO Special tool for working with cells
  - Handling Dates in Excel
    - EOMONTH, DATE, DATEVALUE, DAY, EDATE, MONTH, NETWORKING DAYS, WEEKDAY, WORKDAY, YEAR

### Day 2

- ✓ Working with imported text data
  - CLEAN, CONCATENATE, DOLLAR, EXACT, FIND/SEARCH, LEFT/RIGHT/MID, LEN, LOWER/UPPER/ PROPER, REPLACE, T, TEXT, TRIM, VALUE
- ✓ Manipulating the data
  - Filling in blanks (GOTO Special)
  - Identifying duplicates (SUMIF, COUNTIF, VLOOKUP)
  - Data Sorting (DATA SORT, RANK)
  - Error checks
  - Joining tables together (VLOOKUP)
  - Converting columns to rows and rows to columns (TRANSPOSE)
  - Other Functions (PASTE SPECIAL, EDIT LINKS, CHOOSE, HYPERLINK, AND/OR/IF, ISERROR)
- ✓ Analysing Data
  - Data Filter
  - Speech to Text
  - Database Functions
- ✓ Reporting
  - Conditional Formatting
  - Pivot Tables
  - COUNTIF/SUMIF
  - Cell formatting
  - Data Protection
  - Group and Outline

To check dates or register visit [www.AuditExcel.co.za/livetraining.html](http://www.AuditExcel.co.za/livetraining.html), email [info@AuditExcel.co.za](mailto:info@AuditExcel.co.za) or call Adrian on +27 83 272 2552.



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