

Microsoft Excel

Intakes
04/12/2026 (On Line)
05/03/2027 (on line)

Duration
Friday 4 & Monday 7 December (9am - 12pm each day) ; Friday 5 & Monday 8 March 2027 (9am - 12pm each day)

Domestic Fees
$495 +GST per person (Online Zoom)

International Fees
$495 +GST per person (Online Zoom)

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This course is designed for you to be more efficient at creating budgets, forecasting, managing expenses, analysing data, pricing for tenders.

This course is delivered over two days - 3 hrs each morning. It is a live on-line zoom session with our trainer and other participants.

NOTE; You must attend both sessions to complete the course and receive your certificate.

Do your Excel skills need improving to manage all of the above? Are you self-taught or need a refresher?

This workshop will hone your skills. The course starts with basic skills so that you can make the transition to the many advanced Excel functions to make Excel work for you.

Learn how analysis your data with functions, filters, Pivot tables, charting, navigating large spread sheets, saving time and become a confident Excel user

Topic includes

- Navigation to speed up your work flow
- Selection techniques
- Mathematical Rules – Thinking it through
- Conditional Functions to analyse your data
- Using text functions
- Splitting, combining text eg. first and last names
- Name Ranges
- Hiding columns, rows and formulas
- Protecting workbooks/work sheets
- Saving on time – using lookup tables/lists
- Automating entries
- Auditing formulas – how does the formula work?
- Using multiple worksheets, applying formulas – 3D calculators
- Conditional formatting and data validation
- Sorting and Filtering data
- Subtotalling worksheets
- Manipulating data using Pivot Tables, Pivot Charts, Slicers
- Automation – recording MACROS

The hands-on workshop provides

- Moving beyond the 'table with total at the bottom' spread sheet
- Learn new techniques to make your spread sheets more efficient
- This is an intermediate/advanced workshop for Excel users who would like a new approach to spread sheet design
- Demonstrate techniques for automating processes
- Securing spread sheet applications
- Examines techniques for more efficient use of analysing data using Pivot Tables

The skill learnt on this workshop will save you time, save you frustration, enhance your use of Excel and improve the stability and validity of your spreadsheets, and broaden your knowledge of Excel and its capabilities

On completion of this course participants will

- Navigate around workbooks/ worksheets more efficiently
- Know the order of mathematical operations for Excel
- Using array formulas
- Understand Absolute and Relative Referencing – Locking a cell
- Naming ranges and cells for better understanding
- Using the many Goto options
- Creating conditional IF function statements
- Combining and splitting text using functions
- Formula auditing to find error
- Figuring out how formulas work
- Protecting worksheets/workbooks/ formulas from being changed
- Use Lookup tables for faster data entry
- Hiding Rows/Columns/Sheets

NZIHT reserves the rights to withdraw or adjust programmes, alter start date or fee schedules, and make any other changes as it may deem desirable or necessary, without prior notice. All programmes are subject to a sufficient number of enrolments and completion of all approval and accreditation requirements.

NZIHT and this programme are part of Te Pūkenga – New Zealand Institute of Skills and Technology

- Formatting to display conditional values
- Ensuring that the data entered is specific
- Using data lists to remove entry errors
- Creating multiple worksheets
- Using 3D calculations through multiple worksheets
- Consolidating worksheets/workbooks into one summary file/sheet
- Subtotalling areas of data in one worksheet
- Sorting and Filtering data
- Grouping/Outlining data across a spread sheet
- Using data tables
- Understanding Pivot Tables and Pivot Charts
- Using Slicers
- Recording a macro to work more efficiently

Who should attend

Anyone who uses Excel frequently and would like to learn how to get the best from Excel using many tips and tricks.

Find out the power of Excel. Guaranteed to improve your Excel skills and productivity, particularly if you are self-taught.

Participants

Each person must have a computer or laptop with camera and internet access to enable this Zoom training.

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