

Webinar on

Excel - Advanced Reporting - Best Practices, Tools and Techniques

Learning Objectives

The training will focus on 3 areas - creating summary reports using Pivot Tables; creating eye-catching charts and presenting geographic-based data.

In the pivot tables section, you'll learn how to create a basic pivot table, display numbers as a percentage (no formulas, arithmetic or programming required!), make the pivot table eye-catching appealing to read and then group the data (by month or numeric range).

In the visual communication (charts/graphs) section, you'll learn how to enhance and customize a standard chart ("from drab to fab") as well as how to create infographic-style charts using nothing but Excel.

The final part of the training will focus on Excel's Power Map tool (2013 and Later) which lets you plot geographic (country, region, state etc) data on an interactive 3-D globe or custom map.

No matter what business you are in, a report is a critical tool in your communication armory. As with any communication tool, presentation is everything.

PRESENTED BY:

Mike Thomas has worked in the IT training business since 1989. He is a subject matter expert in a range of technologies including Microsoft Office and Apple Mac. In 2012 Mike founded theexceltrainer.co.uk where he has produced nearly 200 written and video-based Excel tutorials. He has recorded several Excel training courses for pluralsight.com and in his career delivered hundreds of courses and webinars on a wide variety of technology-related topics.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

No matter what business you are in, a report is a critical tool in your communication armory. As with any communication tool, presentation is everything. Get it right and it offers the reader (typically a CEO, shareholder or Project Manager) a valuable insight into the Key Performance Indicators (KPI's) upon which a business or project is measured. Get it wrong and you'll end up with something that nobody understands and nobody wants to read.



Who Should Attend ?

This training is categorized as intermediate-to-advanced. It is aimed at existing users of Excel who need to learn how to create visually impactful Excel reports.

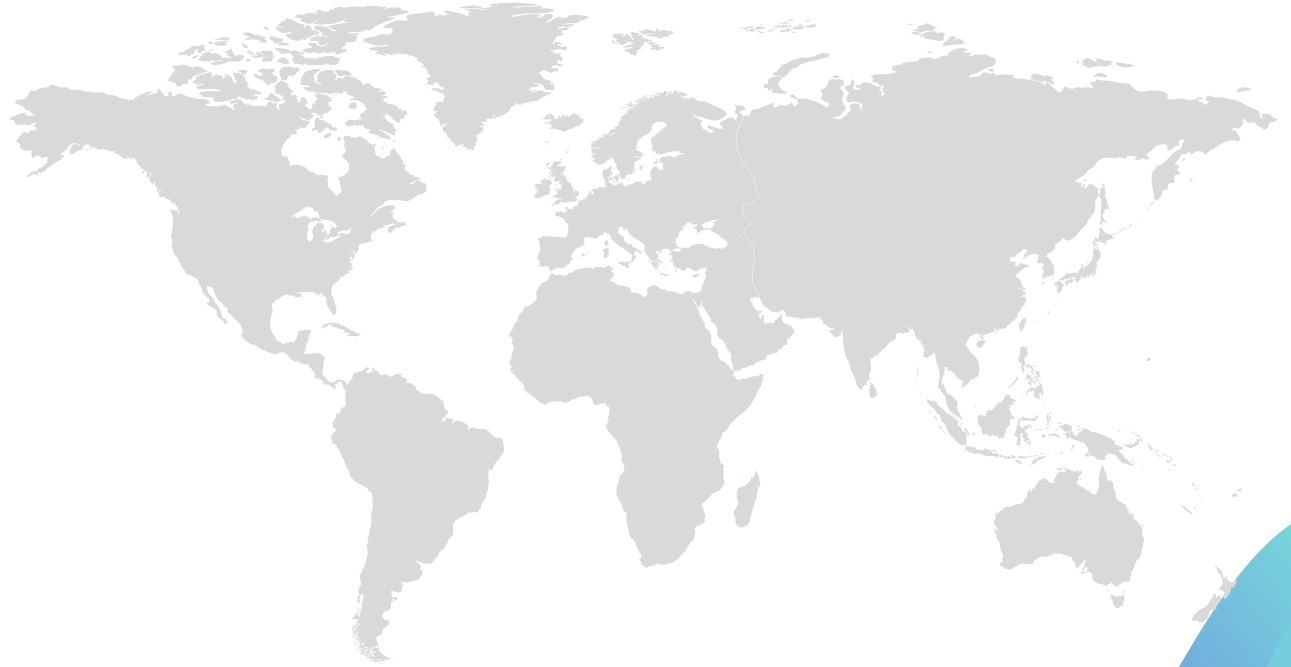
The training will be delivered using the latest version of 2016 for Windows although for users of earlier versions, some of the functionality is available in Excel 2010 and much of the functionality is available in Excel 2013.

IMPORTANT: PowerMap is not available in Excel 2010



Why Should Attend ?

In this training session, you'll learn not only how to turn raw data into meaningful information but also how to present that data in a visually attractive way. This training will provide you with a solid foundation that you can use to build your own reports.



To register please visit:

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