ADVANCED EXCEL PROFESSIONAL NETWORK – SATURDAY VIRTUAL CLASS

A. TRAINING PACKAGE:

1. Weekly virtual Training to members – Saturdays only

2. Duration of Training – 2 hours (from 18:00GMT – 20:00GMT)

3. All Members (except Live Training Members) have access to all the video recorded trainings @ www.marigoldconsult.com

4. Topics for each month will cover Advanced Excel/Financial Modeling (60%), Word (20%) and PowerPoint (20%). Ref. section B below

5. On the Job support on Excel/Word/PowerPoint related issues (via calls, WhatsApp, or email)

6. Certificate will be issued upon request and passing a test.

7. You become a member of online community and can post questions for members to assist with answers

8. Members have the option to out at any time they want.

B. TRAINING TOPICS:

1. Topics to be treated will cover Advanced MS Excel/Financial Modeling, Word and PowerPoint (Intermediate to Advance, and Applications) with at least a topic Each from Excel, Word and PowerPoint being taught each month.

2. Topics and timetable for each month will be shared with members ahead of the month's training

3. Majority of members present at each training session may opt for a particular topic or module to be treated.

5. MS EXCEL TOPICS SHALL INCLUDE BUT NOT LIMITED TO

    a. Basic to Advanced Data Sorting

    b. Basic to Advanced Data Filtering

    c. PivotTable and PivotChart – In-depth

    d. Conditional Formatting

    e. Referencing

    f. Charting in Excel

    g. Protection of Cells, Worksheets and Workbooks

    h. Reviewing & Sharing Workbooks

    i. Macros

    j. Dashboard Reporting

    k. Functions – In-depth

        1. Logical functions

        2. Math Functions

        3. Lookup & Reference Functions

        4. Financial Functions

        5. Math Functions

        6. Text Functions

        7. Date & Time Functions

        8. Information Functions

        9. Statistical functions

    l. Forecasting in Excel

m. What-if Analysis (using Scenario Manager, Goal Seeker & Data Tables)

n. Automatic Subtotals

o. Consolidation of Data on Multiple Sheets

p. Data Validation

q. Mail Merge

r. Linking MS Word, PowerPoint and Excel Files

s. Dealing with Error Codes in Excel

t. New modules and Functions as released by Microsoft

u. Modeling/Applications and development of Excel Templates

1. Budget and Variance Analysis
2. P & L Account
3. Balance Sheet
4. Account Receivable
5. Account Payable
6. Fixed Assets Register
7. Inventory Control
8. Payroll
9. Management Report
10. and many more

6. MS WORD TOPICS SHALL INCLUDE BUT NOT LIMITED TO

a. Understanding MS Word Environment

b. Formatting in Word

c. Reviewing Documents: Track Changes and Comments

d. Reviewing Documents: Restricting Editing

e. Managing Page Numbers, Headers & Footers

f. Insert Images, Pictures & Spreadsheets in Word

g. Linking Excel Reports to Word Documents

h. Managing Table of Content

i. Mail Merge

j. Dealing with References

7. POWERPOINT TOPICS SHALL INCLUDE BUT NOT LIMITED TO

a. Getting Started with PowerPoint

b. Adding Content

c. Formatting a Presentation

d. Adding Objects to Slides

e. Fine-Tuning a Presentation

f. Reviewing your Presentation

g. Linking Excel Reports & Graphs to PowerPoint

h. Preparing for a Presentation

i. Slides Management

j. Presentation Skills