



# On Demand Training Programs

I provide learners with the flexibility to access the training material at their convenience, allowing them to learn at their own pace. This option is ideal for those who have busy schedules or prefer self-paced learning.

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## Microsoft Excel Training Program

Unlock Your Excel Potential with Our  
Comprehensive Training Recordings

It's about **DOING**, not just **WATCHING**

### Testimonials

#### "fantastic tutor"

I found the training session with Eithne very beneficial. Eithne is a fantastic tutor with an excellent way of delivering and explaining the course and its contents. We covered a lot in the three hour session and the fact that it is recorded so I can watch it again to refresh and practice.

#### "definitely worth doing"

It was very informative and definitely worth doing. I thought I had a good handle on how to use Excel, but there was a lot of key features that I would have never known about.

#### "very well delivered"

As always Eithne, course very well delivered and kept interesting at all times. Never a problem for you to loop back and explain something a few times if we don't pick it up at first. Looking forward to putting what we learnt into practice from both a work and a study point of view. Thank you for your time and patience.

#### "really great trainer"

Eithne is a really great trainer and is passionate about the subject as she uses it everyday herself, good pace and it was lovely to meet her.

#### "Excellent as always"

Can use the training straight away. Excellent as always. I know I am putting myself down again for Excel and Powerpoint. I will never know enough about excel formulae.

#### "explained in a very simple way"

I really enjoyed the course. Everything was explained in a very simple way which I appreciated. I now feel less intimidated by excel.

#### "by far the best"

Excellent training. I have done a number of Excel courses over the years and this was by far the best.

#### "explained all very clearly"

Eithne explained all concepts & tasks very clearly and took time to go over any mistakes or confusion very patiently. Thank you very much!

#### "great course"

great course, its tailored for useful information that translates straight to my line of work.  
10/10

#### "phenomenal"

The course was phenomenal, as always! Thanks so much, Eithne :)

#### "brilliant tutor"

Eithne is a brilliant tutor, very approachable, friendly and knows her stuff and exactly how to explain it.

#### "extremely useful"

I found the course extremely useful and the presentation was very well setup and executed.

# Are you struggling to make Excel work for you?

Introducing Excel Training Program  
It's about **DOING** not **WATCHING** !

Far too often, people face challenges when trying to make the most of Microsoft Excel.

It can be overwhelming, time-consuming, and even intimidating to navigate the vast array of features and functions.

We believe that everyone should have the opportunity to learn Excel easily, efficiently, and in a friendly, approachable manner.

Our Excel training program provide a solution to this problem, offering an enjoyable and professional path to mastering Excel

## Why Choose Our Training?

**Delivery Style:** Eithne presents her training in a unique manner compared to conventional approaches. She simplifies complex topics, making it easier for you to grasp the solutions

**Expert Instructors:** Eithne is widely regarded as the top performer in her class, boasting numerous years of expertise.

**Comprehensive Content:** You'll have access to hours of video lessons and real time exercises.

**Flexible Learning:** Learn at your own pace and revisit lessons as needed.

**Certification:** Receive a certificate of completion to showcase your expertise.



Empower yourself by investing in your  
Excel skills.

Begin your journey with our  
Training programs today and acquire the  
abilities that will supercharge your  
career and boost your productivity.

Mastering Excel can open new opportunities and drive your professional development. Bid farewell to any Excel-related frustrations and seize control of your skills to step into a future filled with self-assurance and achievements. We assure you'll experience an immediate surge in productivity.

Get your hands on our Training Program now and embark on the path to Excel expertise!

## Frequently asked questions...

### The training might be too technical or difficult for me to follow —

Solutions are tailored to accommodate participants with varying skill levels. Programs are thoughtfully structured, starting with foundational concepts moving to advanced functions and tools. We understand the importance of support materials, which is why we provide comprehensive Training Sample Files and additional resources such as the course recordings, that you can refer to during and after the training. These materials serve as valuable references to reinforce your learning. Take time to read our Testimonials from individuals who initially had similar concerns but found our training approach unique, invaluable and highly effective. Their experiences highlight the accessibility and success of our training programs, instilling confidence in its suitability for you.

### I've had bad experiences with online training before; it lacked engagement and interaction.\* —

Our courses concentrate on DOING not just WATCHING. Demonstration is key and is immediately backup by participants doing. Your instructor CARES - their only goal is to impart meaningful knowledge in an engaging interactive way - to ensure you learn. Learners are encouraged to ask questions and share screens to get step by step guidance along the way. All through training, you will have ample opportunity to engage with your instructor, ask questions, and receive personalized feedback. We believe in a hands-on approach, which is why our training incorporates practical exercises, real-life examples, and interactive discussions. Active participation fosters a deeper understanding of the material and enhances the overall learning experience. Don't just take our word for it - read the testimonials from past participants who found the live format to be both engaging and highly valuable. Their experiences highlight the benefits of our training approach, reaffirming its effectiveness and demonstrating its relevance on your learning journey.

### Will this training significantly improve my efficiency in Excel. —

In our solution, we want to give you a clear understanding of the skills and techniques covered in the training that directly enhance your efficiency. We focus on teaching you time-saving shortcuts, advanced formulas, data analysis techniques, and automation features in Excel. These specific areas of focus are carefully selected to maximize your productivity gains. To illustrate the impact of our training, we can share success stories or case studies from previous participants who experienced tangible improvements in their efficiency and productivity after completing the program. These stories showcase real-world examples of how our training can make a noticeable difference in your Excel skills. Additionally, we offer a satisfaction guarantee or refund policy to demonstrate our confidence in the effectiveness of our training. We want you to feel assured that we are committed to delivering tangible value and results to you as our valued client.

### Will this course be worth the investment? —

Our solution is centered around clearly articulating the value proposition of our training to you. By participating in this course, you will gain knowledge that offers long-term benefits, enhancing your efficiency, accuracy, and overall job performance in Excel. The skills you acquire will empower you to excel in your daily tasks and deliver high-quality results. We go beyond the training itself by providing additional resources and post-training recordings. To give you a clear idea of what to expect, we offer a breakdown of the course content, emphasizing the practical skills and techniques that you will acquire throughout the training. Furthermore, we can provide testimonials or reviews from past participants who have experienced a significant return on investment from their training experience. Their stories showcase the real-world value and impact of our program, assuring you that your investment in this training will yield long-lasting benefits.

### What Content is covered in the Training Programs —

The comprehensive list of content for all video courses can be found at the bottom of this page.

# Excel Intermediate Video Course Outline

## Excel Intermediate On Demand Course Outline

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<b>Objective</b>	To provide a brief revision of Excel basics. Introduce intermediate features listed below
<b>Pre-Requisites</b>	Delegates MUST be familiar with Excel Introduction and basic formula
<b>Learning Method</b>	Engage in an Excel Learning Experience through Interactive Online Training Videos. Delve into bite-sized lessons thoughtfully designed to enhance your comprehension. Leverage custom training files to actively participate in each exercise, ensuring a hands-on learning journey that goes beyond mere listening.

### Revision:

- Quick Access Toolbar
- Selection Shortcuts
- Data & Navigation Shortcuts
- Insert Rows/Columns
- Delete Rows/Columns
- Row Width/Height
- Wrap Text
- Format/Format Painter
- Autofill

### Working with Large Spreadsheets

- Row/Column Titles
- Freeze Panes
- Text to Another Column

### Excel Tables & Slicers

- What are Tables
- Create Table
- Table Slicers
- Add Table Columns
- Moving Totals in Table
- Removing Table
- Navigating in a Table

### Data Validation

- Greater Than
- Equal To Conditioning
- Drop Down Lists
- Custom Length
- Circle Invalid Data
- Date Validation

### Conditional Formatting

- Data Bars
- Icon Sets
- Colour Scales
- Highlight Blank Rows/Cells

### Data Editing

- Group Edit
- Flash Fill

### SUM Functions

- AUTOSUM Tips & Tricks
- SUBTOTAL Vs AUTOSUM

### COUNT Functions

- COUNT, COUNTA, COUNTBLANK
- COUNTIF, COUNTIF Greater THAN
- COUNTIFS

### Text Functions

- CASE Functions
- LEFT MID RIGHT
- CONCAT & TEXTJOIN
- TEXT SPLIT - TextAfter & Before

### IF Functions

- IF
- IF with AND
- SUMIF, SUMIFS

### Array Functions

- UNIQUE, SORT, SORTBY

### VLOOKUP Functions

- VLOOKUP
- VLOOKUP (with Text Function)
- VLOOKUP Challenge

### XLOOKUP Functions

- XLOOKUP
- XLOOKUP with Nested Right
- XLOOKUP - Multiple Criteria