

Excel Advanced

A Guide for Participants, Line Managers & HR Teams

Course Details

Duration: 2 Weeks | 4 Sessions (2 hours each)
Delivery: Live Online Training
Cost: £350 + VAT per person

Why attend this course?

This practical Excel Advanced course helps participants automate processes, manage complex workbooks and gain deeper insights from business data. Designed to bridge the gap between competence and mastery, it focuses on techniques that deliver immediate productivity and efficiency gains.

Who is this course suitable for?

This course is ideal for employees who:

- ✓ Use Excel regularly and already have a good understanding of intermediate-level functions
- ✓ Work with large, complex or multiple spreadsheets
- ✓ Need to analyse and report on business data efficiently
- ✓ Want to maximise use of Excel in their role

Common challenges this course will address

- Managing multiple spreadsheets manually
- Analysing large datasets efficiently
- Limited confidence using advanced functions
- Repetitive tasks that could be automated more efficiently
- Troubleshooting formulae errors and spreadsheet issues
- Producing reports that are difficult to manage, share or update

This course is CPD accredited by OpenCPD and offers 8 CPD hours (or points). All participants will receive an approved CPD Certificate

What previous learners say

"I feel so much more confident when using Excel now, especially with formulae. I have learnt a lot of quicker ways of doing things so this will speed my work up." **Sarah Bellows, Netserve**

What will participants be able to do afterwards?

Following the course, participants will be able to:

- Manage and link complex multi-sheet workbooks
- Master advanced formulae - VLOOKUP, SUMIF, COUNTIF, SUMIFS and COUNTIFS
- Analyse data and troubleshoot using Goal Seek and auditing tools
- Automate repetitive tasks using recorded macros
- Build professional, secure spreadsheets using templates and protection
- Produce organised reports using advanced workbook features

How will this benefit the organisation?

Improved Excel skills can help organisations:

- ✓ Save time and increase productivity
- ✓ Reduce manual processing and repetitive administration
- ✓ Improve data accuracy and reliability
- ✓ Enable faster reporting and decision-making
- ✓ Improve consistency in spreadsheet design and reporting
- ✓ Maximise the value of existing Microsoft 365 investments

Participants regularly report significant improvements in efficiency, accuracy and confidence when managing complex spreadsheets.

Booking Information

To reserve a place on this course, please send an email to info@sterlingtraining.org.uk. You will receive a booking form by return email.

Invoices are issued two weeks prior to the course start date with joining instructions and other course requirements communicated as necessary.

This course can be customised to the needs of your staff or organisation.

If you have any other queries or wish to enquire about closed or bespoke courses, please call us on +44 (0)23 8021 6568