

Microsoft Excel

Acronym Buster

VBA

Visual Basic for Applications is a programming language designed for Microsoft Office Applications.

PowerPivot

A free add-in for Excel 2010 and Excel 2013 to perform powerful data analysis.

Advanced Function Writing

The ability to write unique functions, keyboard commands and shortcuts to enhance the analytical programme features.

VLOOKUP

Can be used to search the first column of a range of cells, and return a value from any cell on the same row of the range.

Using this function will retrieve information from the database/list on a supplied instance of the unique identifier.

Slicer

A tool used to simplify filtering components, which contain a set of buttons to enable the user to quickly filter data in a PivotTable report.

No drop-down lists necessary to find the items you're searching for.

Excel 101

Microsoft Excel is a critical application for today's modern workforce. Just about every job role, across all levels, requires some degree of Microsoft Excel skills.

Making a simple Excel blunder can prove to be costly – two US economists recently admitted to making an Excel formula error that produced incorrect economic reports. Those reports were used to justify a number of austerity measures by the US government, so it really was an embarrassing and costly mistake.

Obtaining the proper skills and knowledge (and always double checking your work!) can prevent such mishaps. At QA we offer a full-range of Excel training, from beginner-level courses to Microsoft Office Specialist (MOS) certifications.

Our entry-level courses cover the essential skills required to work with Excel. The curriculum covers creating, editing, formatting and navigating Excel worksheets. Once the introductory skills are mastered, the intermediate courses will teach delegates to use advanced formulas with various tools including how to transform tables, charts and graphs.

Excel training requirements

Entry-level courses

Typically delegates start off by taking one of our three entry-level Excel courses. Excel skills can be tricky to assess, as most people will have used the programme before and self-taught certain skills.

QA have developed an Excel skills assessment to help delegates to establish which level of course they should start off with.

Delegates can take this [skills assessment here*](#)

Advanced-level courses

Excel is an extremely powerful application, and the majority of people only utilise a small amount of its functionality.

QA's advanced-level courses explore the more complex features of Microsoft Excel and can enhance your skill-set in this analytical, data-driven software to transform you into a true Excel whiz.

Top 5 reasons to take advanced courses

1. Career progression
2. Simplify workload
3. Increase efficiency
4. Enhance job-role responsibility
5. Acquire unique, desirable skill-set

Why QA for Excel training?

QA offer a large range of Microsoft Excel courses – so if you still operate on 2003, or have recently made the switch to Office 2013 – then QA has the right course for you.

As the largest Microsoft Gold Learning Partner in the UK, it is our goal to provide quality training in this core area, so that you can perform to the highest standard within your role.

- ✓ We have a proven track-record delivering the best training, every time. Making us the number 1 choice for the UK's best-known brands.
- ✓ Responsible for training two out of every three people on the Microsoft Official Curriculum.
- ✓ Recognised as one of Microsoft's leading partners for quality and innovation.
- ✓ Multiple Software Assurance (SA) delivery and spend options.
- ✓ Over 7,000 Microsoft office courses delivered to more than 60,000 delegates in 2012.
- ✓ 99% of delegates are satisfied with their course.

“Excellent course...Roger is a VBA genius, I bow to his skills!”

Delegate attended Advanced VBA - Microsoft Excel 2010 in April 2013

“The trainer's knowledge was encyclopaedic and incredibly detailed - it made the day incredibly useful.”

Delegate who attended a bespoke Level 1 and 2 course in March 2013.

Find out more at
www.qa.com/excel



* <http://qa.elearningserver.com/2273766158>

QA's Advanced-level courses

VBA

Visual Basic for Applications (VBA) is a programming language designed for Microsoft Office applications, such as Excel. Do you often find yourself performing the same action in Excel, such as re-running the same monthly report?

Using VBA to record macros and create shortcuts (keystrokes) will automate the process in Excel, increasing your workload efficiency.

PowerPivot

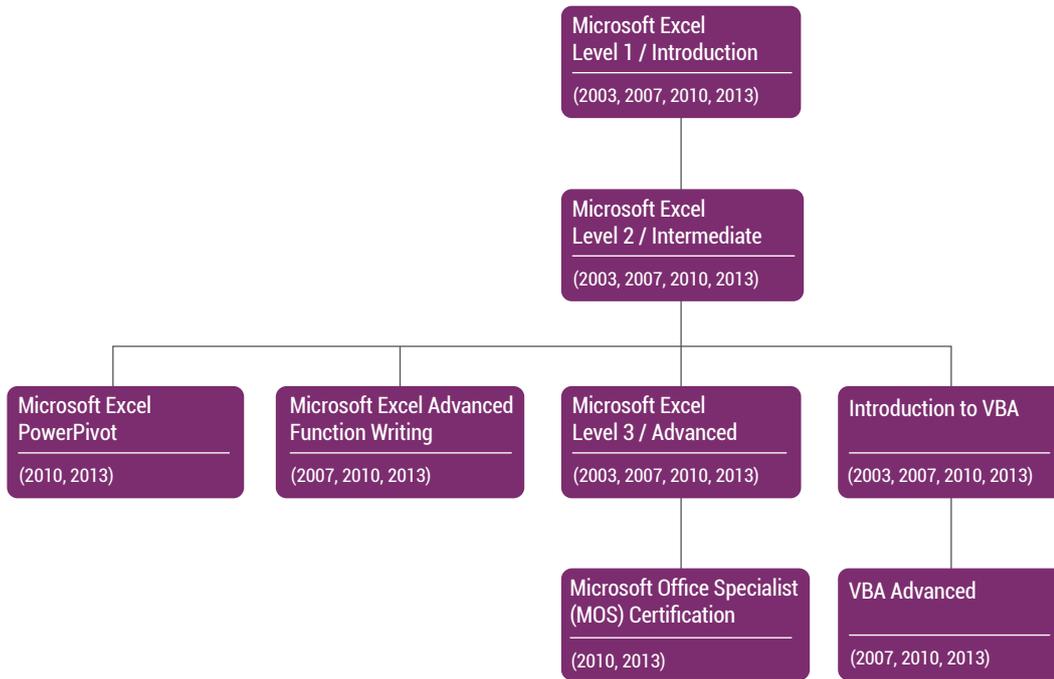
An advanced course intended to take the creation of PivotTables to the next level.

Using this added feature creates the ability to sync PivotTables, manipulating and managing data as though you were using a Relational Database, such as SQL and Access.

Advanced Function Writing

Having learnt how to write formulas and functions to perform calculations in Level 1 and 2, this advanced course equips delegates with the ability to create advanced features and functions, including additional keyboard commands and shortcuts.

Our Excel learning path



Other courses

- Microsoft Excel New Features (2013)
- Office For Mac Users Level 1 and 2 (2011)

Our principal Excel trainers and training centres



Roger Knowles

Roger is recognised as one of the most knowledgeable Excel trainers in the business. He has various certifications to his name including MOS Master Instructor Office 2010 and MOS Master Office 97, 2000, 2002, 2003 and 2007.

He has been an IT trainer for the past 15 years and authored QA's training courses in Advanced Function Writing, PowerPivot and VBA Intro.



Richard Edgerton

With 20 years' experience working in Business Applications, Richard is a QA Principal Technologist responsible for overseeing the development and production of new QA courses within the Microsoft Office Suite, including Office 365 and Microsoft VBA Advanced.

Richard is a certified MOS Master Instructor Office 2010 and MCAS Master Instructor Office 2007. When not 'behind the scenes,' you will see Richard teaching in the classroom, delivering seminars, providing one-to-ones and sometimes distance learning courses.

Training locations

Due to the high demand of QA Excel training courses, we run them at multiple centres across the UK for your convenience. QA can also offer bespoke and virtual courses.

