

Deloitte.



**Microsoft Excel Advance
Course**

9 hours

Target Audience

For finance professionals who are familiar with the beginner and intermediate Excel functions and will like to expand their Microsoft Excel skills. This course is also designed for professionals who are using Microsoft Excel in their day-to-day activities such as: Finance managers/controllers, Finance team leaders, GL accountants, General accountants, Clerical finance staff, Auditors

Delivery mode

Live Webinar delivered in Burmese



Introduction to course

Microsoft Excel software has become an integral part of most business organisations across the world.

This course aims to upskill your knowledge on Microsoft Excel from intermediate to advance level. With the improved skillset, participants can expect to perform their job duties with more efficiency and productivity.

This course includes hands-on work exercises with sample Microsoft Excel datasets.

The Microsoft Excel Advance course will be delivered in Burmese.



Learning objectives

- Building on the basic and intermediate knowledge of Excel
- Learning more complex formulas and functions to create meaningful and insightful information using Excel
- Learning to analyse big data and work with charts/pivotTables and graphics
- Learning the comprehensive features of excel shortcuts/tips and tricks to improve productivity and efficiency in their day-to-day work



Outline of course

Agenda:

The broad outline of the course includes guidance to advance Excel formulas and functions such as:

- VLOOKUP, IF/AND, IF/OR etc
- Financial functions such as PMT, FV, DB etc
- Working with Excel tables
- Setting up a data validation list
- Evaluation of formulas
- Preparation of Excel workbook for sharing and permission commands
- Sorting and filtering data
- Creating advanced filters
- Introduction to pivotTables
- Introduction to Macros



Prerequisite requirements

Participants are expected to have fundamental knowledge of Microsoft Excel and own a laptop/computer with a copy of the Microsoft Excel software for this course.

Corporate

Empower your finance team to be contributors to their own learning and development. We partner you to curate programmes tailored to your organisational needs. Please contact us at [SEA DLS Enquiries](#) to kick start planning your learning journey.

Enquiries

General enquiries (i.e. courses, corporate training, billing related matters), please contact us at seadlsenquiries@deloitte.com
Enquiries relating to DLS platform, please contact us at seadls@deloitte.com

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited (“DTTL”), its global network of member firms, and their related entities (collectively, the “Deloitte organization”). DTTL (also referred to as “Deloitte Global”) and each of its member firms and related entities are legally separate and independent entities, which cannot obligate or bind each other in respect of third parties. DTTL and each DTTL member firm and related entity is liable only for its own acts and omissions, and not those of each other. DTTL does not provide services to clients. Please see www.deloitte.com/about to learn more.

Deloitte Asia Pacific Limited is a company limited by guarantee and a member firm of DTTL. Members of Deloitte Asia Pacific Limited and their related entities, each of which are separate and independent legal entities, provide services from more than 100 cities across the region, including Auckland, Bangkok, Beijing, Hanoi, Hong Kong, Jakarta, Kuala Lumpur, Manila, Melbourne, Osaka, Seoul, Shanghai, Singapore, Sydney, Taipei and Tokyo.

About Deloitte Myanmar

In Myanmar, services are provided by Deloitte Touche Myanmar Vigour Advisory Limited and its affiliates.