**insights** TRAINING

# About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants– no intermediary parties who just add costs to the training delivery.
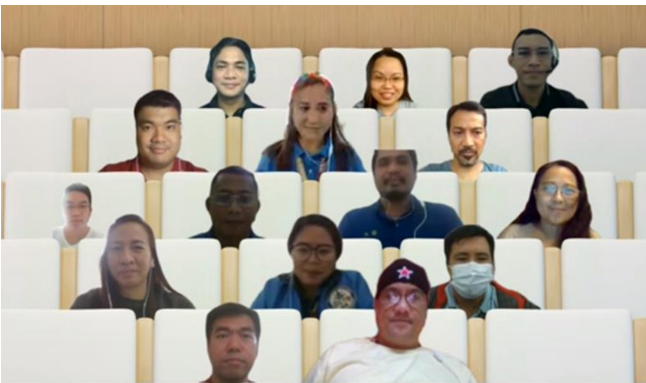




- **Other courses offered:**

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

## Just some of our Clients:



We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati

# Outline
## Comprehensive Advanced MS Excel

This training includes a thorough review of the basics and a thorough discussion of the advanced topics. There are more exercises and participants will be exposed to various practical and complicated scenarios.

**Part 1. Basic to Advanced MS Excel Functions**
- Text Functions
  - Combining Texts (CONCATENATE)
  - Extracting Values from Texts (LEFT, RIGHT, MID)
  - Changing Case (UPPER, LOWER, PROPER)
  - Other Accessory Text Functions (TRIM, VALUE, SUBSTITUTE)
- Logical Functions
  - Basic IF Statements
  - Nested and Series IF Statements
  - Combining Logical Statements with AND and OR
- Math Functions
  - Basic Math Functions (SUM, AVERAGE, MAX, MIN, COUNT)
  - Named Ranges
  - Conditional Math Functions (COUNTIF, SUMIF, AVERAGEIFS, etc.)
- Handling Date and Time Problems
- Shortening Long Formulas with Arrays
- Lookup Functions
  - VLOOKUP
  - Advanced Usage of VLOOKUP
  - INDEX and MATCH

**Part 2. Data Management Tools**
- Text-to-Columns
  - Delimited
  - Fixed Width
- Conditional Formatting
  - Basic Conditional Formatting
  - Formula-Based Format
- Data Validation
  - Basic Dropdown Menus and Cell Validations
  - Advanced Dropdown Menus
  - Advanced Data Validation Scenarios
- Subtotal Tool

**Part 3. Charts**
- Basic Charts
- Combination Charts
- Other Charting Options in Excel
- Sparklines
- Using INDIRECT to Create Dynamic Charts

**Part 4. Analyzing and Presenting Data Using PivotTables**
- Basic PivotTable Features
- Refresh and Change Data Source
- Creating Calculated Fields
- Constructing Reports using PivotTables
- Grouping Data
- Using Slicers
- PivotCharts
- Creating Dashboards using PivotCharts

**Part 5. Error Handling**
- Understanding Errors in Formulas
- Solving Errors in Formulas

**Part 6. Introduction to Macros**
- Understanding Macro Security
- Macro Recording
- Assigning Macros to Images and Buttons