



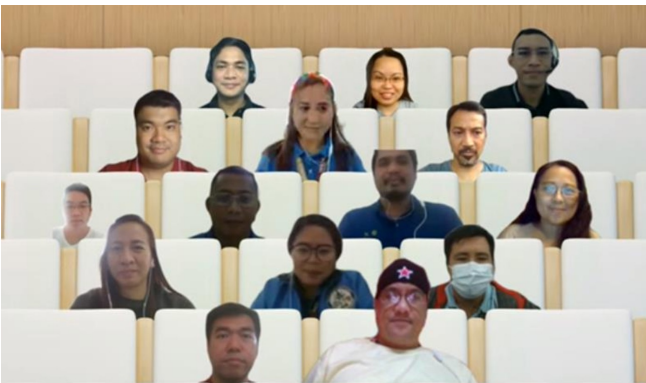
About Us

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.



Just some of our Clients:



• 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

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

Outline

Basic to Advanced MS Excel (8 hrs total)

+ 4 hrs if Comprehensive Excel



This training includes a thorough discussion of the advanced topics. 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.)
 - Dealing with Date Problems
- Shortening Long Formulas with Arrays
- Lookup Functions
 - VLOOKUP
 - Advanced Usage of VLOOKUP
 - INDEX and MATCH

• Part 2. Managing Data Using Excel Tools

- Using Text-to-Columns
- Conditional Formatting
 - Basic Conditional Formatting
 - Formula-Based Formatting
- Data Validation
 - Basic Dropdown Menus and Cell Validations
 - Advanced Dropdown Menus
- Subtotal Tool
- Creating Common Charts
 - The Essential Charts: Column, Line, Pie
 - Modifying Chart Elements

• Part 3. Analyzing and Presenting Data Using PivotTables

- Basic PivotTable Features
- Refresh and Change Data Source
- Creating Calculated Fields
- Grouping Data
- Using Slicers
- PivotCharts
- Creating Dashboards using PivotCharts

Free Customization of Topics

8 hrs total training time

Additional Topics if taking Comprehensive Excel (+4 hours):

- Time-Related Problems
- Database Functions (redundant with Math Functions)
- Importing and Exporting Data
- Worksheet Security (Locking and Passwords)
- Special Chart Types
- More Lookup Functions
- Creating and Using Macro Recording

These topics are "good-to-know" but may not be useful for common worksheet tasks.

Comprehensive Excel has a different per head fee than Basic to Advanced Excel.