Grantor Group
A World of Possibilities

`Microsoft Excel training`

FOR COMPANIES, ON REQUEST

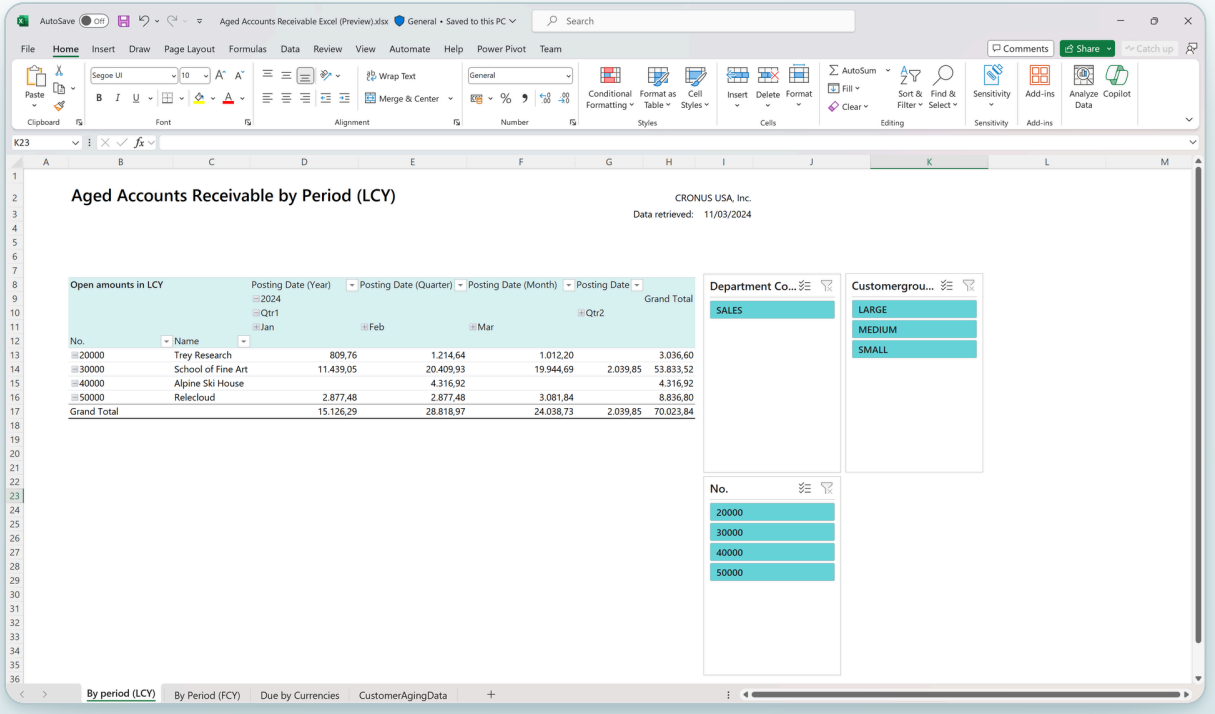
Master Excel.

Hands-on training that takes your team from first formulas to PivotTables, dashboards and reports that update themselves.

Request a proposal

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WHAT YOUR TEAM WILL BUILD



A PivotTable report with slicers in Excel: receivables by period, filtered in one click.

Excel can do far more than your team uses today.

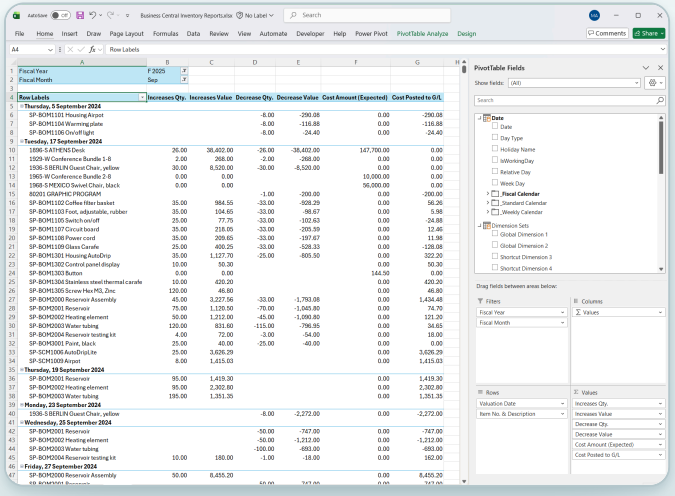
Training turns hours of copy and paste into reports that update themselves.

TODAY

- Reports rebuilt by copy and paste every month
- Formulas nobody dares to touch
- Totals that do not agree between files
- Hours spent on work Excel can do in seconds

AFTER THE TRAINING

- ✓ Lookups and formulas the whole team understands
- ✓ PivotTables that summarise thousands of rows
- ✓ Dashboards that refresh when the data changes
- ✓ Clean data imported with Power Query



PivotTables, built in class on real data

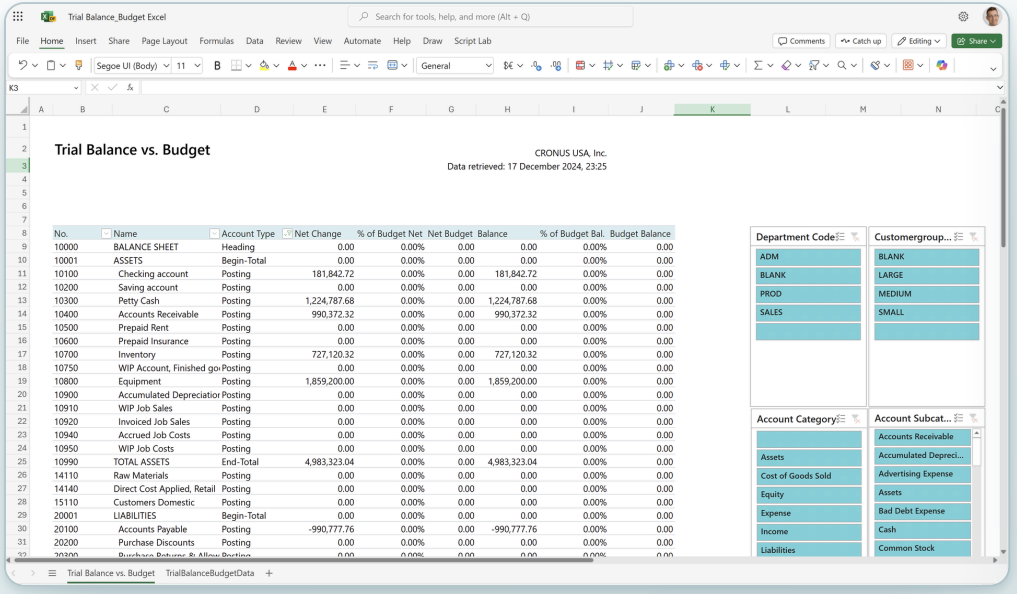
Rows · Columns · Values · Filters · Slicers

Participants build each report themselves during the sessions: choosing fields, grouping by date, filtering and totalling, then turning the result into a chart.

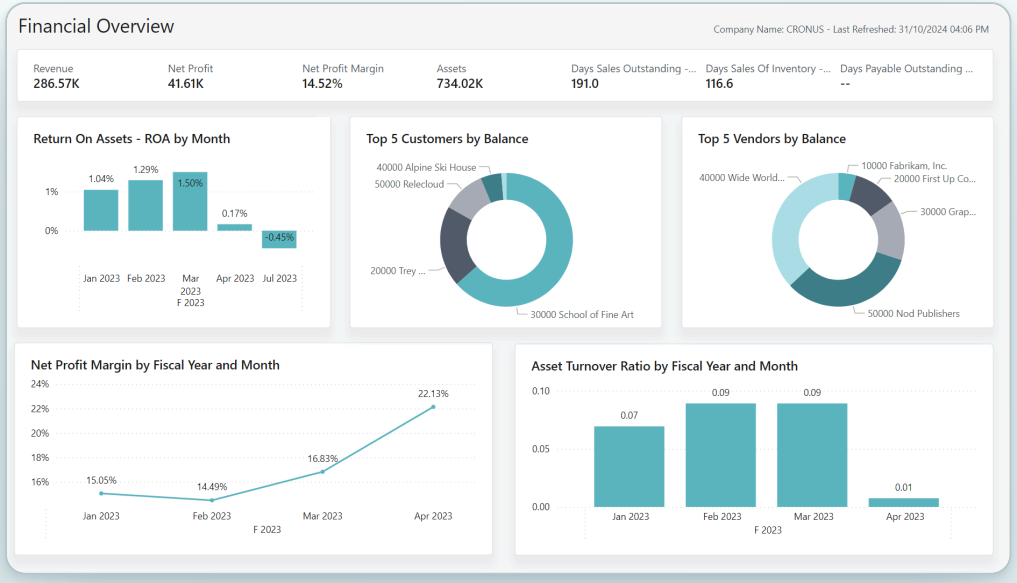
Shown: a PivotTable and its field list in Excel.

What your team will build

From raw data to a report that answers questions.



Budget vs. actual report in Excel. One table, with slicers to filter by department and account.



Dashboard in Power BI. The Advanced level ends with the step from Excel to Power BI.

PivotTables

Summaries of thousands of rows, grouped and filtered in seconds.

Dashboards

Charts and slicers on one sheet that update with the data.

Power Query

Data imported and cleaned once, then refreshed with one click.

The programme

Three levels. Pick what your team needs.

1 Essential

- Formulas and absolute references
- SUM, AVERAGE, COUNT, MAX and MIN
- Formatting, sorting and filtering

BY THE END

You build a reliable spreadsheet from scratch.

2 Intermediate

- IF, SUMIFS and COUNTIFS
- VLOOKUP and XLOOKUP
- PivotTables and charts

BY THE END

You summarise and present data with no manual work.

3 Advanced

- Power Query and Power Pivot
- Dashboards with slicers
- Budget vs. actuals and Power BI

BY THE END

You refresh reports and dashboards in one click.

WHY GRANTOR

- Trainer certified as Microsoft Office Specialist (Excel)
- Nine years of budgets and financial reports in practice
- Content tailored to your team, on dates agreed with you

Request a proposal

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