



# Excel Intermediate for Government

## TRAINING

Enhancing data management to improve efficiencies and enable better decision making in government



Facilitated by  
**NICKY BULL**  
CORPORATE CONSULTANT  
BLUE CHAMELEON

Online → 1 and 2 July 2024



## Overview

If you're someone who already works comfortably with Excel but wants to enhance your skills and take your data management, analysis, and visualisation to the next level, then you've come to the right place.

In today's fast-paced world, data is a critical asset that organisations must leverage to gain a competitive advantage. However, managing and analysing large amounts of data can be overwhelming, time-consuming, and prone to errors. That's where Excel comes in to allow you to work with data more efficiently and effectively.

This course is designed to help you unlock the full potential of Excel by exploring advanced features and functionalities that will enable you to manage and analyse data like a pro. This course will cover a broad range of functions such as cleaning and transforming data, conditional formatting, conditional logic, VLOOKUP, XLOOKUP, pivot tables, and pivot charts with slicers.

By the end of the course, you'll be equipped with the skills and knowledge to automate routine tasks, perform complex calculations quickly and accurately, and create clear and concise reports that communicate your findings effectively. These skills are essential for anyone working with data in a government setting, where accuracy, efficiency, and effective communication are critical for making informed decisions that drive results.

So, whether you're an analyst, finance manager, procurement specialist, auditor, project manager, or any other professional who works with data in a government context, this course is for you. We're excited to help you take your Excel skills to the next level and enable you to achieve your goals more efficiently and effectively. Let's get started!

## Why Attend

- **Enhancing Data Management:** Effectively manage and analyse large amounts of data by leveraging advanced Excel features like sorting, filtering, and pivot tables. This will enable you to make sense of complex data sets quickly and efficiently.
- **Improving Efficiency:** Understand how to automate routine tasks and perform complex calculations quickly and accurately. By eliminating manual data entry, you will have more time for strategic thinking, which will improve productivity.
- **Enhancing Decision-Making:** Learn how to use Excel's powerful tools for data analysis, visualisation, and reporting. With clear and concise reports, you will be able to communicate your findings more effectively and make informed decisions that drive results.

## Learning Outcomes

- Build upon your base knowledge of Excel and dive deeper into some of the more advanced functionality in Microsoft Excel
- Use conditional formatting and the IF function to identify trends and anomalies and perform conditional logic
- Discover the most efficient and effective ways to clean and transform your data
- Use VLOOKUP to link and categorise data
- Analyse data and create dashboards using pivot tables, pivot charts and slicers



## Meet Your Facilitator



**NICKY BULL**

Corporate Consultant  
Blue Chameleon

Nicky Bull is a dynamic corporate trainer and consultant. She has 15 years of commercial experience as a computer programmer and analyst, and over ten years designing and delivering a range of educational programs. She lectures accounting students at Macquarie University and was the lead content designer for the hugely popular Excel Skills for Business course that received the Coursera Outstanding Educator Award for Student Transformation in 2018.

Nicky is passionate about learning and enabling people to use technology confidently and effectively in their workplace. She holds a BSc Hons in Computer Science (University of the Witwatersrand, South Africa), a BA in English Literature (University of the Witwatersrand, South Africa), and a Postgraduate Certificate in Education (University of Hertfordshire, U.K.)

## Preparation

**This session is intended to be highly interactive and hands on. Come prepared with any questions or challenges you are facing in your spreadsheets.**

To participate you'll need:

- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space
- Attendees should have two screens (or two devices)
- Suitable for Windows 2016 or later (Windows 2013 is acceptable but not recommended, and Mac is not supported)
- Current challenges you are facing

## Register Early & Save

Extra Early Bird	Early Bird	Standard Price
Register by 19 <sup>th</sup> Apr	Register by 17 <sup>th</sup> May	Register by 28 <sup>th</sup> Jun
\$795 + GST	\$995 + GST	\$1,195 + GST
Save \$400	Save \$200	-

**CLICK HERE TO REGISTER**

\*Group Discounts Available - Contact Registration at

[registrations@publicsectornetwork.com](mailto:registrations@publicsectornetwork.com) or Call on **(02) 9057 9070**

# Explore the Agenda

## Day 1 | Monday, 1 July 2024, 09:00am - 12:30pm AEST

---

**9:00am** Welcome and Introduction

---

**9:15am** Clean and Transform Data with Text and Date Functions

- Calculations for joining and splitting text
  - Changing case and removing unwanted characters
  - Performing calculations with dates
- 

**10:00am** Conditional Formatting

- Identifying trends, thresholds, anomalies, and specific ranges with conditional formatting
  - Managing and modifying conditional formats
  - Interactive conditional formats using formulas
- 

**11:00am** Break

---

**11:20am** Logical Functions

- Using the IF function to perform conditional logic
  - Nested IFs
  - AND and OR functions
- 

**12:20pm** Q&A

---

**12:30pm** End of Day 1

---

## Day 2 | Tuesday, 2 July 2024, 09:00am - 12:30pm AEST

---

**9:00am** Welcome and Recap

---

**9:15am** Tables

- Creating and customising tables
  - Sorting and Filtering table data
  - Automating processes with tables
- 

**10:00am** Lookup Functions

- VLOOKUP range lookup
  - VLOOKUP exact match
  - XLOOKUP (version permitting)
- 

**10:40am** Break

---

**11:00am** Pivot Tables, Charts & Dashboards

- Creating and modifying pivot tables
  - Adjusting the calculation methods
  - Sorting, filtering, and grouping in pivots
  - Formatting Pivots
  - Creating and customising pivot charts
  - Dashboards and slicers
- 

**12:20pm** Q&A

---

**12:30pm** End of Day 2

---



## Get In Contact

CONNECTING GOVERNMENT  
[PUBLICSECTORNETWORK.COM](https://PUBLICSECTORNETWORK.COM)

### AUSTRALIA / NEW ZEALAND

**P** +61 2 9057 9070

**E** [info@publicsectornetwork.com](mailto:info@publicsectornetwork.com)

### USA / CANADA

**P** +1 (647) 969 4509

**E** [contact@publicsectornetwork.com](mailto:contact@publicsectornetwork.com)

JOIN THE SOCIAL LEARNING PLATFORM FOR FREE AT [PUBLICSECTORNETWORK.COM](https://PUBLICSECTORNETWORK.COM)