

EXCEL

Microsoft Excel Training Courses for Your Team

Because we know how important it is for you to manage and analyse your business data.

COST EFFECTIVE TRAINING

Instructor-led training delivered onsite at your offices, anywhere in the UK.

EASY & CONVENIENT

Full-day or multiple sessions. Onsite or online to suit your schedule.

TRUSTED BY TEAMS

Highest rated trainer in Hampshire with 5.0 Google reviews from across the UK.

CONTACT US

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Highest Rated Trainer in Hampshire

5.0 ★ ★ ★ ★ ★ on Google

MEET YOUR TRAINER

Deepak Sharma

LEAD INSTRUCTOR • 10+ YEARS EXPERIENCE

Deepak is a Microsoft Excel specialist and corporate trainer with over a decade of hands-on experience helping professionals, teams and businesses across the UK get more out of their data.

His sessions are practical, jargon-free and built around real workplace problems - from cleaning messy spreadsheets to designing dashboards that leadership actually uses.

Clients describe him as patient, clear and genuinely passionate about teaching. Every course is tailored to the audience, so whether your team is starting from scratch or refining advanced techniques, the training meets them where they are.

Qualifications

- B.Tech (Computer Science)
- MBA (Marketing & Finance)

**10+**

Years Experience

500+

Professionals Trained

5.0

Google Rating

UK

Wide Coverage

BEGINNER LEVEL

Build Strong Foundations

01 Introduction to sheets

02 Excel menus and toolbars

03 Formatting worksheets

04 Inserting and deleting columns & rows

05 Selecting & formatting data

06 Using AutoSum for quick calculations

07 How to build formulas to perform calculations

08 Introduction to the basic Excel functions

09 Using basic charts to display data visually

10 Printing Excel spreadsheets

11 Managing large workbooks with Freeze Panes

INTERMEDIATE LEVEL

Work Smarter with Data

01

Linking data between worksheets & workbooks

02

Protecting workbooks, worksheets & individual cells

03

Using the Date and Time functions

04

Highlighting data with Conditional Formatting

05

Understanding Conditional Logic: Using IF statements

06

Finding data records using the VLookup function

07

Data validation: creating drop-down lists

08

Sorting information using PivotTables

09

Viewing data trends with PivotCharts

10

Working with Named Ranges to speed data updates

ADVANCED LEVEL

Master Analysis & Automation

01 Nesting functions using IF, AND, OR

02 Advanced Functions: SUMIF(S),
COUNTIF(S) & AVERAGEIF(S)

03 Searching databases using MATCH and
INDEX functions

04 Using Slicers to work with PivotTable data

05 Advanced Conditional Formatting
techniques

06 Using Data Validation with dependent lists

07 Creating and working with Scenarios

08 Analytical Tools: using Goal Seek to arrive
at a known value

09 Creating a visual Dashboard in Excel

CLIENT TESTIMONIALS

What Our Clients Say

“

Deepak was very professional. He is an expert in the field and helped me out a lot. He is 100% a great tutor not only for students but professionals at other fields who need to improve their excel skills. He is very patient and explains everything thoroughly. I recommend him highly.

- Mina Nozari

★★★★★

“

Great day of training with Deepak - excellently delivered, very patient, and somehow he made what could be considered a boring subject very interesting. I have used Excel for 20+ years and thought I was quite good but learnt so much on the day. Thanks Deepak, great work.

- Richard Appleton

★★★★★

“

Deepak's training was excellent. I'm completely new to Excel but, thanks to his clear and patient tuition, I've already built my own spreadsheet so I no longer have to do calculations by hand and have saved myself acres of time. Recommended 100%.

- Alexa Brummer

★★★★★

“

Deepak is a great teacher: calm, professional with the ability to teach. As we all know you can be keen to learn but who and how teaches you matters a lot. His attitude is great and his Excel advanced knowledge is excellent. Highly recommended!

- Dorota Mezykowska

★★★★★