



*Excel Training for Business
working the smart way*

Excel training with a difference – let me open your eyes to the power of this application. Let me show you how to use excel in your day to day work to save you time and streamline your business reporting which in turn will help you make better business decisions

- ***The difference***
 - Training will be based around your business requirements – no need to endure general training which does not apply to your needs
 - You will be trained in the right techniques to understand how to use excel efficiently and enable you to design excel templates to revolutionise your business reporting

- ***Does this sound like your work environment***
 - “We already have great software – the trouble is we use two systems and neither are compatible”
 - “I spend hours trying to reconcile the reports”
 - “My processes are so manual – I don’t have time to review the reports”
 - “Times are tough – we can’t afford capital expense on our systems”
 - I have a small business – I don’t need all of this complicated stuff”

- ***What can Excel training do for your business?***
 - Excel is so versatile it would take hours to list all of the benefits but I can guarantee
 - ✚ Your business will save money by streamlining manual processes
 - ✚ Produce business reporting like Budgets, Operational Dashboards and Sales Results using software you have already invested in
 - ✚ Amalgamate duplicated spreadsheets with shared worksheets
 - ✚ Your staff will be able to apply new techniques to report business results
 - ✚ Pull together the information threads of your business efficiently

- ***What will it cost?***
 - Review of your business needs – 2 hours of your time and to allow training appropriate for your needs - ***\$150***
 - Followed by a 4 hour targeted training session for up to 4 staff members - ***\$300***
 - Problem solving session of 2 hours with training delegates, a few weeks later - ***\$150***
 - ***Result*** for just 1 working day of time and ***\$600*** you get the opportunity to save a minimum of 2 labour hours a week
 - ***Here is some quick maths – 2 x average hourly rate of \$25 per hour x 48 weeks = \$2400 and if each trained staff member implements their training and saves 2 hours a week = \$9600***
 - ***That's a return of investment for one trained staff of 400% or 1600%***

- ***Where will the training take place?***
 - Initial review will be at your business
 - Training session and problem solving can be at your business or use our facility in Mermaid Beach

- ***What does the training cover***
 - Text Formulas
 - Vlookup
 - Hlookup
 - Pivot Tables
 - Formatting
 - Charts
 - Design techniques

- ***What skill level do your staff need to be***
 - Staff who regularly use excel – there is no mystery to the next step – keen to have their eyes opened to great possibilities