



Segment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Actual	Target	Actual vs. Target	% of Target
Consumer	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	0	\$200,000	150,000	\$50,000	53.3%
Corporate	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	0	\$300,000	230,000	-\$70,000	53.3%
Corporate	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	0	\$200,000	230,000	-\$30,000	50.0%
Service Office	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	0	\$300,000	300,000	\$0,000	50.0%
Total Sales	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	0	\$1,000,000	\$700,000	-\$300,000	48.0%

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Consumer	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Corporate	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Corporate	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Service Office	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Total Sales	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%

MICROSOFT EXCEL 365 TRAINING COURSE

Microsoft Excel 365 Beginner to Advanced

Hands-on Excel training in Wales — spreadsheets, formulas, data analysis and reporting

www.ascenttrainingwales.co.uk

01 · COURSE OVERVIEW

About the course

Dive into the world of spreadsheets and data analysis with our Microsoft Excel 365 course. Designed to take you from complete beginner to confident advanced user through practical, hands-on exercises.

BOOK YOUR EXCEL TRAINING
01656 737349 · info@ascenttrainingwales.co.uk



02 · WHO IT'S FOR

Who should attend

Ideal for beginners new to Excel 365 and for users who want to work faster. Perfect for administrators, finance staff, managers, analysts and business owners. No prior experience needed.

NOT SURE WHICH LEVEL?
Ask us for a free skills assessment



03 · HOW YOU LEARN

Training your way

Every session is instructor-led and hands-on, using real-world exercises on your own data. Choose inhouse training, a classroom course, or live online delivery, with small groups and individual support.

FLEXIBLE DELIVERY

Inhouse · Classroom · Live online



04 · LEVEL ONE

Excel beginner topics

Getting started The Excel 365 interface and files

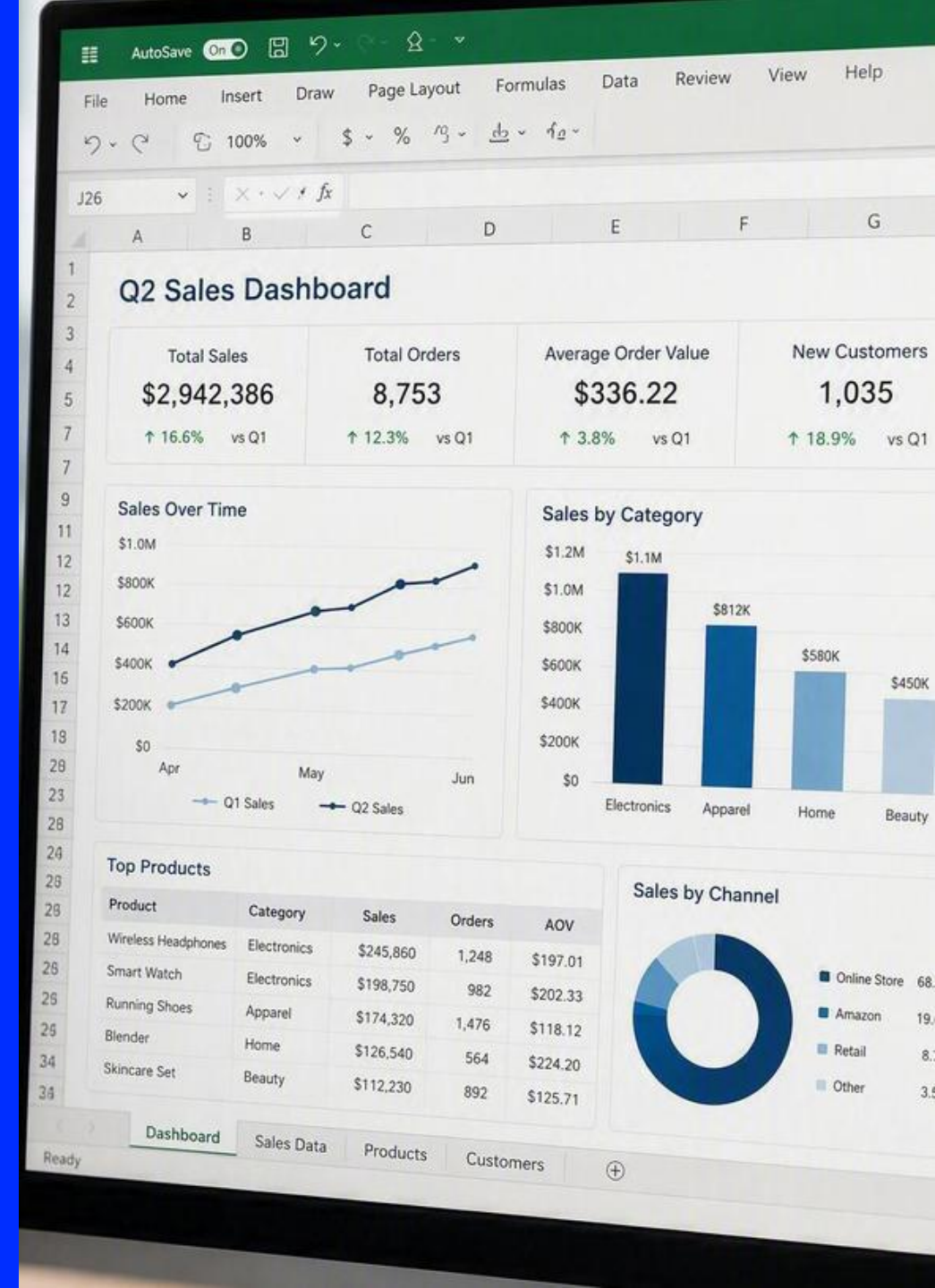
Building sheets Entering, editing and formatting

Formulas
references SUM, AVERAGE, MIN, MAX,

Presentation Number formats and print setup

Charts Creating charts from your data

Working smart Shortcuts, autofill and OneDrive



05 · LEVEL TWO

Excel intermediate topics

Logic functions IF, IFS, AND, OR and nested formulas

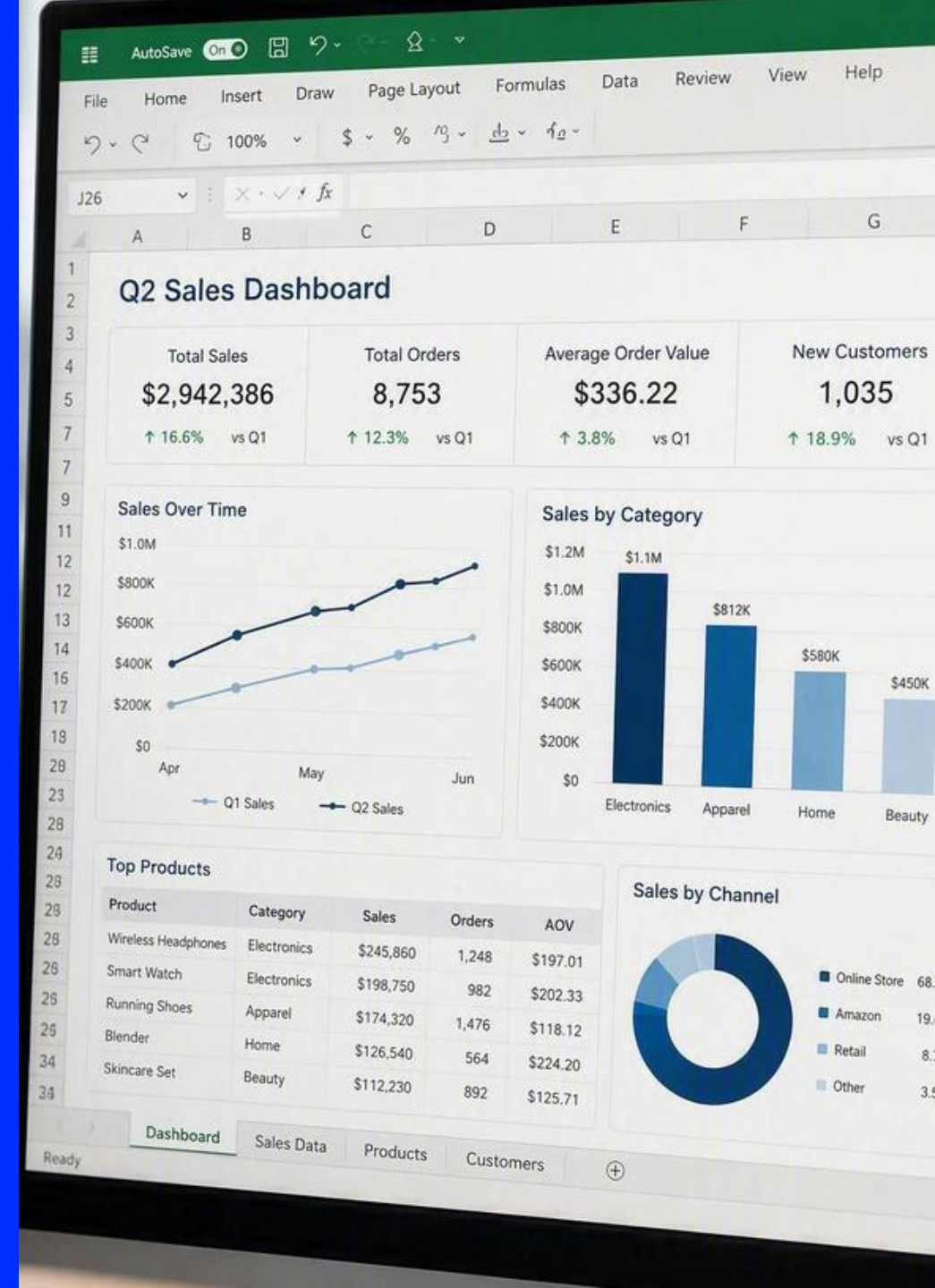
Lookups XLOOKUP, VLOOKUP, INDEX/MATCH

Data tools Sorting, filtering and Excel tables

Analysis explained Pivot tables and pivot charts

Visuals Conditional formatting, sparklines

Accuracy Data validation and named ranges



06 · LEVEL THREE

Excel advanced topics

Dynamic arrays FILTER, SORT, UNIQUE and SEQUENCE

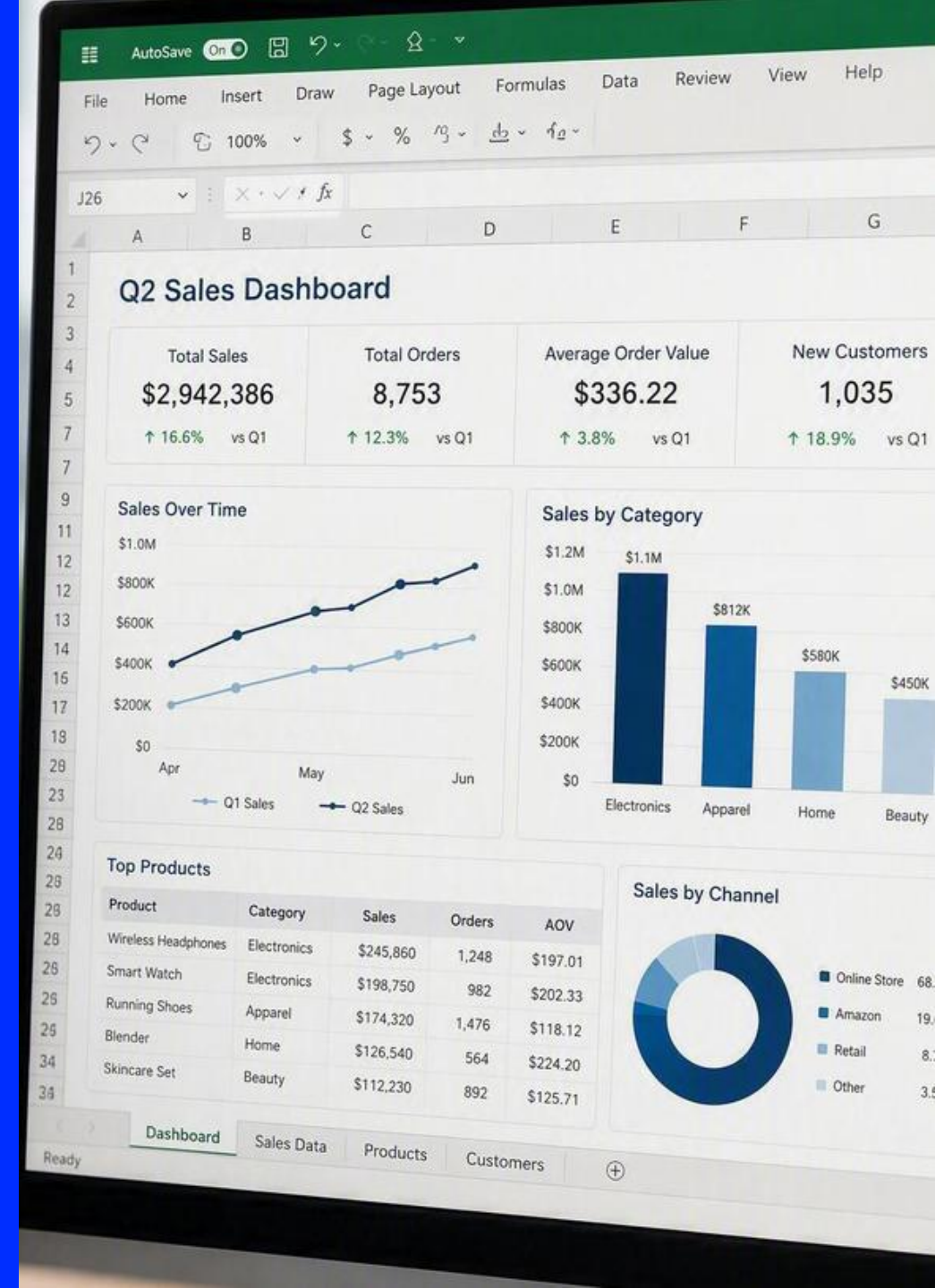
Power Query Import, clean and combine data

Dashboards Slicers, timelines and KPI reporting

Modelling What-if analysis and Goal Seek

Automation Macros and an introduction to VBA

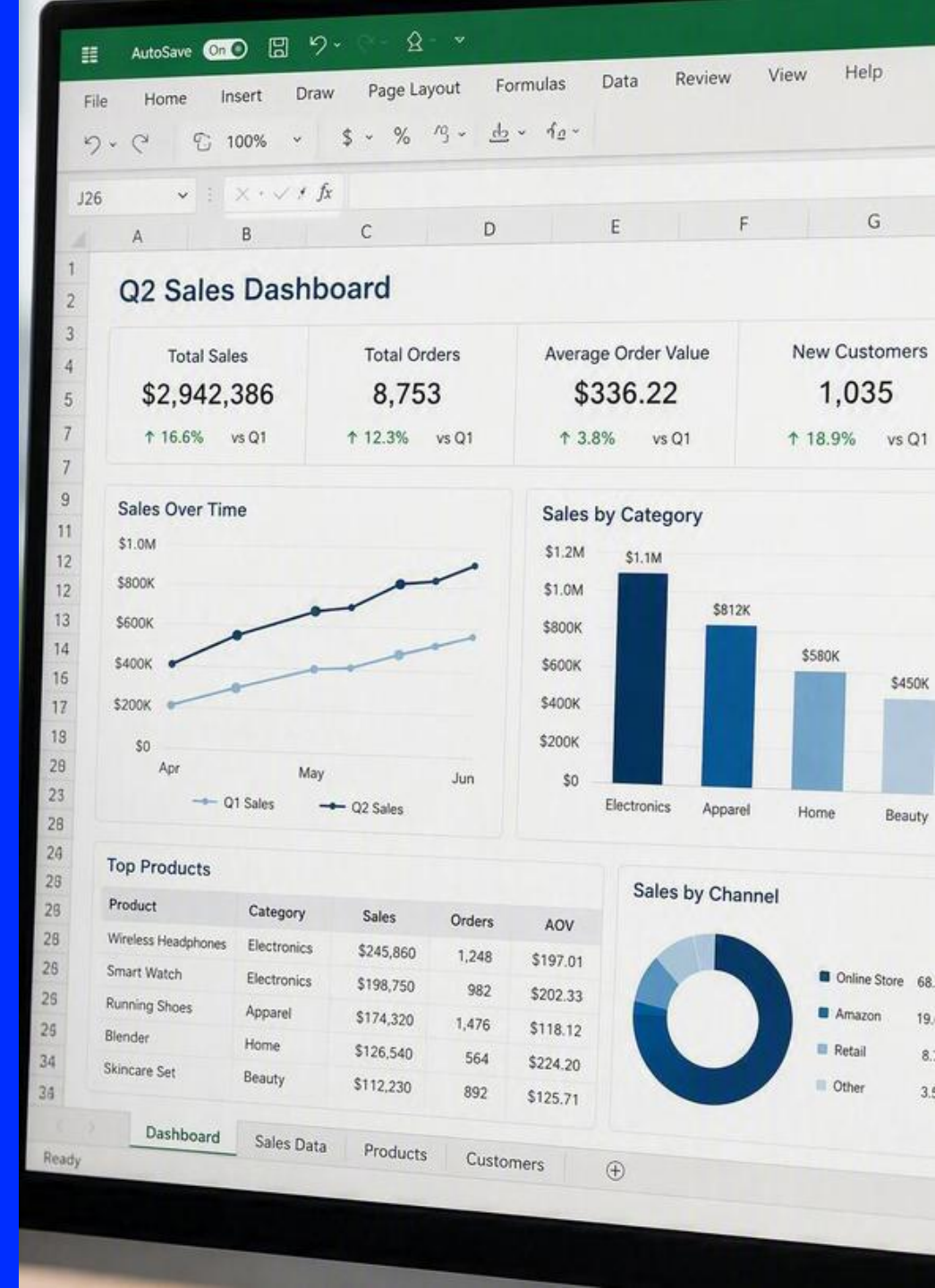
Control Protecting and sharing workbooks



07 · YOUR TRAINING DAY

A typical course day

- 9:00 am** Arrival, setup and skills check
- 9:30 – 10:45 am** Module one and guided practice
- 10:45 – 11:00 am** Morning break
- 11:00 am – 12:00 pm** Module two and exercises
- 12:00 – 1:00 pm** Lunch break
- 1:00 – 2:30 pm** Module three, Q&A and next steps





08 · WHAT'S INCLUDED

What's included

1

WE PROVIDE

An experienced Excel trainer, course workbook and practice files, a certificate of attendance and 30 days of email support.

2

YOU PROVIDE

A PC or laptop with Microsoft Excel 365 for every delegate, plus any sample spreadsheets you would like us to use.



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Microsoft Excel 365 training with Ascent Training Wales

www.ascenttrainingwales.co.uk

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