

first intuition\*  
where people count



**Excel Skills and Finance for Non-Finance Professionals Courses**

# Excel Skills

## Elevating Data Management

Duration: One Day

This engaging programme simplifies the complexities of Excel, equipping participants with practical skills to analyse, manage and visualise data effectively.

## Overview

- This programme is ideal for any professional whose role requires an understanding on Excel
- Learn how to manage and interpret business data effectively
- Develop a strong foundation in Excel by mastering basic functionalities

## What this course covers

- Fundamental Excel skills
- Cell formatting
- Data validation techniques
- Mastering VLOOKUP and HLOOKUP
- Utilising IF functions for decision-making
- Pivot tables
- Data visualisations with graphs and charts

**EXCEL SKILLS PRICE £175 PLUS VAT**

### Sheffield Course Dates:

13th Dec 2024

11th Mar 2025

2nd Sep 2025

1st Dec 2025

Course duration: One day

Book both Excel skills and Finance for Non-finance Professionals for £300 plus VAT

*Up to 50% funding may be available for Sheffield Courses (Contact us for details)*





# Finance for Non-Finance Professionals

## Demistifying Finance

Duration: One Day

This engaging programme simplifies the complexities of finance and equips participants with practical skills to effectively understand and utilise financial information in their business.

## Overview

- This programme is ideal for any professional whose role requires an understanding of finance
- No prior knowledge of finance or accountancy is required
- Gain practical skills and understand your business

## What this course covers

- The role of the finance function
- Identifying different users of financial statements
- Measuring financial performance and interpreting the performance data
- The different approaches to budgeting & how they add value to a business
- How businesses are financed

### Sheffield Course Dates:

2nd Dec 2024

3rd Mar 2025

12th Aug 2025

2<sup>nd</sup> Dec 2025

Course duration: One day

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