

Introduction

This course examines the applicable use of Microsoft Excel to solve common business problems through example cases of routine issues and contingency planning. Students will gain an in-depth understanding of the importance of these financial tools and how they empower or cripple a business depending on the user's ability to properly execute, review and report findings.

Key learning outcomes

By the end of this course, you will be able to:

- Create advanced financial reporting tools.
- Construct and manipulate data in PivotTables through grouping techniques, modified field settings, sorting, and filtering options to assemble data for high level decision-making.
- Export, import, and link data from external data sources.
- Use advanced Excel tools to analyze industry scenarios and solve complex business problems.

Who this course is for

This course is geared for mid to senior level individuals and teams looking to refresh their Excel skills and learn new ways to organize, construct and analyze data with spreadsheets.

A basic understanding of how to navigate through Excel (create, format and present worksheets, workbooks, tables and filter select data) is required to take this course.

Format

The course is self-paced and includes a **pre-assessment test** and **modules of interactive instruction** based on videos, animations, case studies, discussion questions and knowledge assessments.

All participants who successfully complete the course will receive a **MOTIF Certificate of Completion**.

Course outline

Introduction

Module 1: The Basics

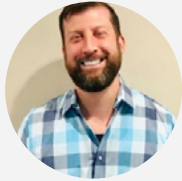
Module 2: Pivot Tables

Module 3: Formulas

Contact us

Please reach us at hello@motif.org for further information.

The instructor



Christopher Truhan teaches Finance as an adjunct professor at LIM College, a private college in midtown Manhattan focused on the business of fashion. He is also a Finance Manager at Northwell Health, a nonprofit integrated healthcare network that is New York State's largest healthcare provider and private employer.

Module 4: Conditional Formatting

Module 5: Spreadsheets

Module 6: Templates

Conclusion



MOTIF Certificate of Completion for successful course participants

About LIM College

Fostering a unique connection between academic study and its application in the workplace, LIM College has been at the forefront of educating fashion's future business leaders since 1939.

Based in New York City – the heart of the global fashion industry – LIM offers both online and on-campus associate, bachelor's, and master's degree programs in a variety of fashion-focused majors. Classes are taught by industry professionals and veterans who are experts in their fields. Areas of study include Fashion Marketing, Fashion Merchandising, Retail Management, Global Fashion Supply Chain Management, International Business, Visual Studies and Fashion Media.

With over 800 industry partners, and a community of alumni with thriving careers in every aspect of fashion and its related fields, LIM College is recognized worldwide for its specialized and immersive approach to fashion education.

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MOTIF

This course is available on MOTIF, the apparel knowledge hub. To learn more about MOTIF, please visit motif.org.