

## EZYLEARN CORPORATE TRAINING

# EzyLearn's Excel Course: Helping Energy Action Convey Savings in Energy Cost and Consumption

*IN THESE TIMES of global warming, the need for businesses to reduce energy consumption and greenhouse gas emissions has never been more important. Australian company, Energy Action, prides itself on helping businesses reduce energy usage and save money. Energy Action provides an innovative flagship service it terms the 'Australian Energy Exchange' through which energy suppliers can competitively bid against one another for the supply of an organisation's energy. With a best-fit contract usually secured in only 15 minutes, more than 5000 businesses have now partnered with Energy Action to maximise their energy savings, culminating in more than \$5 billion worth of energy contracts.*

EzyLearn recently provided Energy Action with their Excel training needs in all levels from Beginners to Advanced. Staff attended two full-day sessions and a half-day for the beginner's course and some one-to-one training. Staff included people from Operations, Accounts and the Customer-Facing divisions, all of whom desired to improve their knowledge and usage of the software. Danielle Aquilina, Energy Action's Executive Assistant, chose EzyLearn as their training provider because EzyLearn was flexible enough to service their training needs in their office — and also remotely at a nearby training centre. They also provide instructional online videos as an ongoing 'after-course resource'.

### **Making Large Data Tables Manageable**

Because Energy Action is in the business of monitoring clients' energy usage on a daily basis and turning this data into high quality business intelligence, it is not unusual for staff members to use data tables often exceeding 20,000 rows. These voluminous data tables subsequently enable client's to control and minimise not only their energy expenses, but also emissions and wastes — resulting in improvements to bottom line and a safer environment for the rest of us.

Excel's [Pivot Tables](#) are an extremely useful tool for handling large data tables. A Pivot Table enables users to extract raw data and pull fields in different places to show categories and a break up of information in a way that makes raw data useful for analysis. "One of the great things about the Pivot Table function is it allows us to try different scenarios to see the savings in different ways," Kenji Ball, Energy Market Analyst, observes. [Conditional Formatting](#) also allows staff members to visually identify areas of savings based on conditions. "You can put a 'condition' for your data," Kenji explains. "If that condition is met, then the cell format changes, for instance by pattern or colour, making identification simple."

Other functions covered in the training included VLookup — another formula often used to locate information in large tables. Text functions also provide a useful way of entering text in

reports and then being able to alter the contents of that text according to the information in the report.

Regarding Energy Action's satisfaction with the training provided, Helge Sangkuhl, General Manager of Operations, had this to say: "EzyLearn provided a comprehensive review of important but often missed Excel skills. The course covered myriad functions and tools, many advanced and others more basic — all in a friendly, well-paced fashion. The trainer also allowed for inter-office familiarity — in fact, our trainer was like a member of the team."

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#### **Charting Savings**

Energy Action's sophisticated IT systems provide their clients with high quality monthly reports detailing clients' energy demand, power factor, load factor, energy consumption, emissions and more. Their daily monitoring flags when clients' demand targets are approached or exceeded.

The Excel Pivot Table Chart (a chart based on Pivot Table data) is perfect for showing at which times of the day clients' use electricity unnecessarily and enables Energy Action to demonstrate other ways clients' can save further costs. Danielle Sawaya, Customer Relations Manager, explains: "Instantly, people could see where the savings could be made." She also further commended the EzyLearn training: "Again, EzyLearn's training was excellent in this area. The course was fun and engaging and throughout, the training was delivered in easy to absorb quantities that covered all topics."

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### **The EzyLearn Workbooks**

All EzyLearn training courses include provision of comprehensive workbooks. Our training for Energy Action was no different. Each student was provided with a workbook on each subject containing step-by-step exercises. Many Energy Action staff have referred back to the workbooks as a great way to refresh their memories on skills learned, while others are so confident in their newly-learned skills, they have not needed to use them at all.

### **EzyLearn's Instructional Videos — A Tremendous 'After-Course Resource'**

EzyLearn educational material is available online via instructional videos. The proven benefits of online learning include the convenience of being able to study anytime, anywhere; being able to better juggle the demands of work and study; providing a non-judgmental, non-threatening environment of relative anonymity; and the self-directed nature of online learning which permits the student to dictate their own pace.

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The staff members from Energy Action who participated in the training have been given access to the online videos and all agree that the videos provide a terrific value added service, not offered by most other training providers.