

MICROSOFT EXCEL INTERMEDIATE

COURSE CONTENT OVERVIEW

Cust. Satisfaction 98.3% 105.1%

Sales per countries



Top 8 products



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TRAINING



6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

This course is designed for individuals who possess basic Excel skills and want to elevate their proficiency to an intermediate level. It caters to professionals, analysts, administrators, and anyone seeking to enhance their data analysis and spreadsheet management capabilities using Excel.

PRE-REQUISITES

Participants should have fundamental knowledge of Excel, including familiarity with basic functions, formatting, navigating worksheets, and data entry. Experience in creating simple formulas and working with basic charts is recommended.

COURSE OBJECTIVES

This comprehensive one-day course aims to equip participants with intermediate Excel skills, focusing on advanced functions, data analysis, visualization, collaboration, and time-saving techniques.

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COURSE CONTENT

Review of Excel Basics

- Recap of Excel essentials: interface, navigation, data entry, and saving files
- Quick review of basic formulas, functions, and formatting techniques
- Understanding absolute cell references for advanced formula usage

Working with Large Datasets

- Sorting and filtering data in tables
- Using data validation to control data input
- Introduction to PivotTables: creating, formatting, and summarizing data
- Analysing data with Pivot Charts

Advanced Formulas and Functions

- Exploring logical functions: IF, AND, OR, NOT
- Nesting functions to perform complex calculations
- Utilizing lookup functions: VLOOKUP and XLOOKUP
- Introduction to INDEX and MATCH functions for advanced data retrieval

Data Analysis and Visualization

- Using conditional formatting for data visualization
- Applying data analysis tools: Goal Seek, Solver, and Scenario Manager
- Creating interactive charts with dynamic data ranges
- Introduction to Sparklines for data trends at a glance

Creating Interactive Dashboards

- Combining charts, tables, and slicers to build a dashboard
- Design principles for effective dashboards
- Protecting and sharing dashboards

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