

Microsoft Excel Course - Intermediate Level

This course builds upon the foundational knowledge presented in the Excel Beginner Level course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your organisational intelligence. The ability to analyse massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organisation that is able to compete at a high level.

About the Course

During this 1 day Excel Intermediate course, participants learn how to work more effectively with Excel workbooks and worksheets. Using hands-on exercises, topics include logical and date functions, advanced formatting, absolute referencing, charting, data list creation, management and analysis methods and more advanced data entry and workbook set-up techniques.

Who should do this course?

This course is pitched at current Microsoft Excel users wishing to expand on existing knowledge and skills of simple spreadsheets. Upon completion of the course, participants should be able to use more advanced techniques to set up, manipulate and analyse data, and more easily create better and more productive workbooks.

Prerequisites

Completion of the Excel Beginner Course is required before attending this training course, otherwise participants need to have equivalent skills before attending this course.

Outcomes

Upon successful completion of this course, students will be able to:

- Use the fill operations available to fill a data series
- Understand and use formula cell referencing to create more complex formulas
- Use a range of logical functions
- Apply conditional formatting to ranges in a worksheet
- Create and use labels in a workbook
- Work with various elements of a worksheet
- Use a range of techniques to work with worksheets
- Use a range of find and replace techniques
- Apply a variety of page setup techniques
- Sort data in a list in a worksheet
- Filter data in a table
- Create effective charts in Microsoft Excel
- Use a range of techniques to enhance charts
- Apply formatting techniques to text on charts

MICROSOFT EXCEL (INTERMEDIATE) COURSE CONTENT

Customising the Excel Environment

- Configure Excel Options
- Customise the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialised Functions
- Use Array Formulas

Analysing Data with Functions and Conditional Formatting

- Analyse Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting

Organising and Analysing Datasets and Tables

- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Visualising Data with Basic Charts

- Create Charts
- Modify and Format Charts

Analysing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

Duration: 1 day

Class size:

- ✓ 8 students max
- ✓ Or : One on One training

Times: 9:00am - 4:00pm

Where : In your home or Office or Coffee Shop

Course Inclusions :

- ✓ Comprehensive learning materials
- ✓ 12 months FREE email support
- ✓ 'Certificate of Attendance' on completion of course
- ✓ Morning & afternoon tea