

Microsoft Excel Intermediate

Duration: 1 Day of Training

Course Description

This course builds upon the foundational knowledge presented in the Microsoft Excel Introduction course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organisational intelligence. The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers can create a powerful competitive advantage.

You will learn how to create advanced formulas and organise your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

This course is suitable for anybody wanting to learn 2016, 2013, 2010 or 2007, as it covers all the aspects and differences between the versions.

Target Students

This course is designed for individuals who already have foundational knowledge and skills in Excel and are ready to advance their data analysis skills and abilities through the application of advanced Excel functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts.

Prerequisites

Before taking this course, students are recommended to take the following course, or have equivalent knowledge:

- Microsoft Excel Introduction

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

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

- Customise the Excel environment.
- Create advanced formulas.
- Analyse data by using functions and conditional formatting.
- Organise and analyse datasets and tables.
- Visualise data by using basic charts.
- Analyse data by using PivotTables, slicers, and PivotCharts.

Course Content

Lesson 1: Customising the Excel Environment

Topic A: Configure Excel Options

Topic B: Customise the Ribbon and the Quick Access Toolbar

Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

Topic A: Use Range Names in Formulas

Topic B: Use Specialised Functions

Topic C: Use Array Formulas

Lesson 3: Analysing Data with Functions and Conditional Formatting

Topic A: Analyse Data by Using Text and Logical Functions

Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organising and Analysing Datasets and Tables

Topic A: Create and Modify Tables

Topic B: Sort Data

Topic C: Filter Data

Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualising Data with Basic Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Lesson 6: Analysing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable

Topic B: Analyse PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Slicers

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