

Microsoft Excel Intermediate



Course Details

Course Name Microsoft Excel Intermediate

Duration 1 Day

Course Code AFBMEI

Assumed Knowledge Microsoft Excel Essentials

Course Aims

The aim of this course is to help you develop your skills and confidence in using Microsoft Excel for intermediate to advanced data analysis and reporting. You will learn how to use various features and functions of Excel to manipulate, transform, and visualize data in different ways. You will also learn how to work with external data sources, automate tasks, and troubleshoot errors. By the end of this course, you will be able to use Excel as a powerful tool for data processing and decision making.

What You Will Learn

This course will teach you how to use Excel's advanced features and functions to enhance your data entry, presentation, analysis, and automation skills. You will learn how to apply custom formats, conditional formatting, data validation, data types, nested functions, logical functions, lookup functions, advanced sorting, filtering, subtotaling, consolidation, data tables, scenario manager, dynamic charts, sparklines, pivot tables, pivot charts, external data, goal seek, solver, analysis Toolpak, index, match, text, date, time, formula auditing, macros, office scripts, and named ranges.

Skills

- How to use advanced functions and formulas to perform complex calculations and data manipulation.
- How to create and customize dynamic charts, pivot tables, and pivot charts to visualize and summarize your data
- How to import, connect, and analyze data from external sources and use advanced tools such as Goal Seek, Solver, and Analysis Toolpak

Target Audience

The target audience for a Microsoft Excel Intermediate training course would be people who have some basic Excel knowledge and want to learn more advanced features and functions, improve their skills and efficiency, work with large or complex datasets, or prepare for the Microsoft Office Specialist certification exam.

Course Content

Module 1 – Review of Excel Essentials

Module 2 – Advanced Data Entry & Formatting

- Topic A Custom Formats
- Topic B Conditional Formatting
- Topic C Data Validation
- Topic D Data Types

Module 3 – Advanced Functions

- Topic A Nested Functions
- Topic B IF, NESTED IF and IFS
- Topic C VLOOKUP, HLOOKUP & XLOOKUP

Module 4 – Advanced Data Analysis

- Topic A Advanced Sorting & Filtering
- Topic B Advanced Subtotaling
- Topic C Data Consolidation

Module 5 – Data Tables & Scenario Manager

- Topic A Data Tables
- Topic B Scenario Manager
- Topic C Subtotaling Data

Module 6 – Advanced Charting Techniques

- Topic A Dynamic Charts
- Topic B Advanced Chart Formatting
- Topic C Sparklines

Module 7 – Pivot Tables & Pivot Charts

- Topic A Pivot Table Options
- Topic B Grouping Data in Pivot Tables
- Topic C Slicers & Timelines

Module 8 – Working with External Data

- Topic A Importing Data
- Topic B Connecting to External Data
- Topic C Data Connection Properties

Module 9 Advanced Data Analysis Tools

- Topic A Goal Seek
- Topic B Solver
- Topic C Analysis Toolpak

Module 10 – Advanced Functions

- Topic A INDEX & MATCH
- Topic B TEXT Functions
- Topic C DATE & TIME Functions
- Topic D Formula Auditing

Module 11 – Excel Automation Introduction

- Topic A What are Macros?
- Topic B Recording Macros
- Topic C Office Scripts

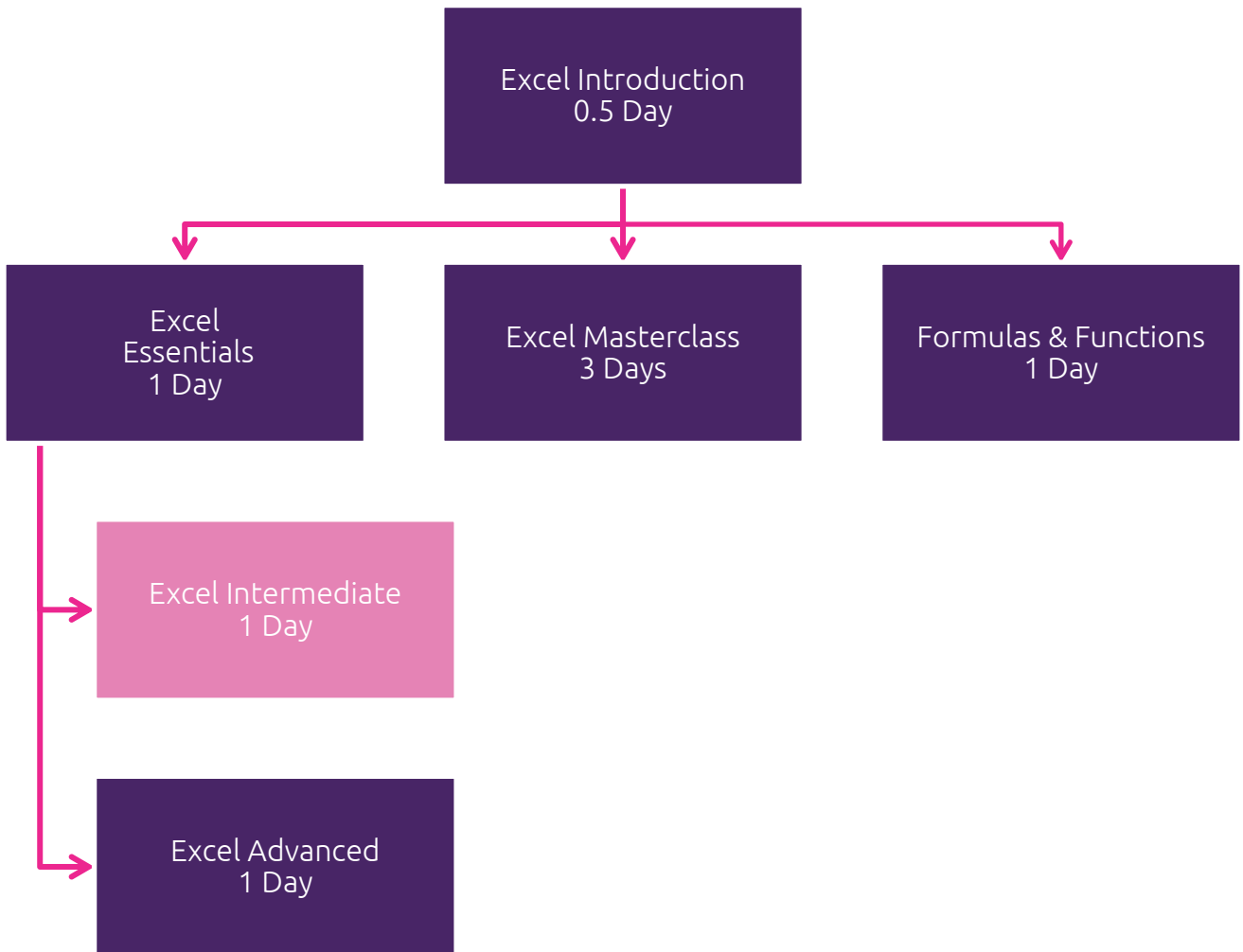
Module 12 – Named Ranges

- Topic A What are Named Ranges?
- Topic B Creating Named Ranges?
- Topic C Using Named Ranges
- Topic D Data Validation with Named Ranges

Course Progression

At Appetite, we understand the significance of Microsoft Office in a modern workplace and the benefits of understanding the full range of tools and features it has to offer outside of the basics. That's why we are excited to introduce our Microsoft Excel training courses, designed to empower employees with the essential knowledge and skills needed to produce amazing reports, data sets and more. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Excel and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft Excel and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 