



Microsoft Excel - Intermediate

About this course

This course can act as a follow on from the excel beginners course or as a standalone. It will cover creating complex models that will involve linking multiple worksheets and files. Logical functions along with the creation of graphs and charts for industry usage along with conditional formatting. It will enable a participant to perform much more complex tasks in excel – eliminating the need for manual efforts and act as an aid to decision making. Real live examples from industry domains will be used.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Create Complex business models using multiple worksheets and files
- Perform logical functions acting as a aid to interpretation of business outcomes
- Use data functions
- Use charts and graphs and integrate them into business overviews
- Create pivot tables – for more complex modelling
- Protect cells

Who should attend

This course is suitable for those who have completed an excel beginners course. Or those who are using excel on a day to day basis and can perform basic excel operations such as create, edit, format and print along with understanding and creating basic formula and functions.

If you have not attended our beginners excel course a pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Recap of Basics

- Recap of the basics learnt in the excel beginners course

Module 2: Multiple worksheets

- Inserting, deleting and renaming a sheet
- Moving and copying sheets and group editing
- Naming cell ranges
- Using formula to link sheets
- Using formula to link sheets from an external file

Module 3: Charts and Drawing

- Introduction to chart types and usage – Industry specific examples
- Using the chart wizard
- Formatting and editing charts
- Refreshing data
- Using the drawing tools

Module 4: Pivot Tables

- Freezing and Splitting panes
- Zoom settings
- Hiding and displaying columns and rows
- Gridlines

Module 5: Logical Functions

- IF statements (incl., nested IF statements)
- SUMIF, AVERAGEIF, MAXIF, COUNTIF, ISERROR
- VLOOKUP and HLOOKUP

Module 6: Lists and Data operations

- Data Sorting – (single and multiple columns (by values, colour, font colour, cell icons)
- Data Filtering – single and multiple columns (by values, colour, font colour, cell icons)
- Subtotals
- Group and outline
- Data Forms, Data Validation

Module 7: Pivot Tables

- Creating, updating and formatting a pivot table
- Creating charts from the pivot table
- Using GET pivot data

Module 8: Protection

- Protecting cells, sheets and files