



Mastering Microsoft Excel: Intermediate Level

INTRODUCTION

It seems that in today's world data is getting evermore important. The ability not only to extract data from a database or website, but to analyse that data is becoming an evermore critical skill. This Excel training course will get you comfortable with the principles of using data and data analysis.

LEARNING OUTCOME:

Successful completion of the program will enhance the skills and knowledge of participants and enable them to:-

- Create PivotTables
- Create & use VLookup & IF Functions
- Create Charts
- Create Essential Date & Time Functions
- Share a Spreadsheet

KEY CONTENTS

Module 1: Working with Tables in Microsoft Excel 2019

- Creating a Table
- Enter Data into a Table
- Deleting Rows and Columns
- Formatting a Table
- Totaling Data in a Table
- Sorting Data in a Table
- Sorting Multiple Columns
- Filtering Data using AutoFilter
- Creating Custom Filters
- Converting a Table to a Range

Module 2: Working with Charts

- Creating a Chart
- Moving a Chart
- Resizing a Chart
- Changing the Layout and Style
- Labeling Chart Elements
- Changing the Chart Type
- Showing and Hiding Gridlines
- Customising Axes
- Creating a Pie Chart
- Creating a Map Chart
- Creating a Funnel Chart
- Changing a Charts Source Data
- Moving a Chart to a Different Worksheet

- Saving a Chart Template
- Filtering Chart Data
- Using Sparklines

Module 3: Workgroup Collaboration

- Emailing a Workbook
- Web Page Preview
- Converting Worksheets into Web Pages
- Inserting Hyperlinks
- Viewing and Editing Comments

Module 4: Financial and Logical Functions

- Using the IF Function
- Using Nested Functions
- Using the IFS Function
- Using the PMT Function
- Using Autocalculate

Module 5: Date and Time Functions

- Understanding Date and Time Functions
- Adding a Date and a Date Interval
- Subtracting Dates
- Calculating Time Intervals

Module 6: Managing Workbooks

- Creating a Workbook using a Template
- Creating a New Template
- Editing a Template
- Showing or Hiding Workbook Elements
- Creating a Workspace
- Comparing two Workbooks Side by Side
- Saving a Workbook in a different File Format
- Using Data Consolidation

Module 7: Working with Ranges

- Naming a Range
- Using a Named Range
- Managing Range Names
- Using the VLOOKUP Function

Module 8: Data Analysis Tools

- Tracing Formula Precedents
- Tracing Cell Dependents
- Tracing and Fixing Errors
- Error Checking a Worksheet
- Creating a PivotTable
- Rearranging a PivotTable
- Setting PivotTable Options
- Formatting a PivotTable
- Filtering PivotTable Data with Slicers
- Filtering PivotTable Data Inline
- Creating Custom Filters

- Filtering PivotTable Data using Timeline
- Creating a PivotChart

AUDIENCE

This course is designed for Officers, Executives, Supervisors, Administrators, Managers of all Levels.

METHODOLOGY

28 hours of Self-Paced e-Learning (Online TALENT LMS) - Audio, video, reading material, YouTube video and worksheets.

