Microsoft Excel Intermediate Workshop

Course Overview

Our most popular onsite course that is Ideal for most regular Excel users. The course focuses on analysing data and presenting data.

The first modules cover the most popular analysis functions including SUM, COUNT, IF and lookup functions. Later modules in this course cover Tables, Charts, Conditional Formatting along with Pivot Tables.

Learning Objectives

At the end of the course participants will be able to build a spreadsheet with functions and analyse and present large sets of data.

Prerequisites

This course is designed for people that are already using Excel multiple times in a week. They will be familiar with navigating in Excel and will have had some exposure to calculations, charts and larger data sets.

This course covers all the important features in Excel in half a day, a manual and exercise file is provided, and attendees are encouraged to practice afterwards to retain their learnings.

Module	Learning
Formulas Formula construction basics and order of operation	• Excel formula construction using addition, subtraction, multiplication, and division. • Understanding and controlling the order of operation
Functions	• Using Functions to make formula construction faster (SUM, AVERAGE, MINIMUM, MAXIMUM & COUNT) • Using AutoSum
Formula vs Function	• Difference between a formula and a function
Absolute vs Relative referencing	• What does absolute and relative referencing mean? • Switching between absolute and relative referencing
Logical Functions: **IF Statement**	• Understanding how IF function operates • Create an IF Statement
Lookup Functions: **VLookup** **XLookup**	• What is V Lookup? • Create a V Lookup function. • What is X Lookup? • Create a X Lookup function

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Module	Learning
Quick Analysis	• Using the Quick Analysis tool set to create charts, sparklines, and apply conditional formatting
Creating Charts	• Creating and editing a Chart • Creating a chart with a secondary axis • Embedding a char in Word or PowerPoint
Format as Table	• Convert data to a Table • Features and benefits of a table • Sorting and Filtering in a Table
Conditional Formatting	• Using Conditional Formatting to highlight data
Introduction to Pivot Tables	• Using a table to create a Pivot Table