Microsoft Excel (Intermediate + Advanced)

Target Audience: The recommended audience level is intermediate Excel users. This audience typically possesses a basic understanding of Excel but seeks to enhance their skills for data cleaning, visualization, and table functions. Modules are designed to cater to this audience, covering a range of topics from advanced formulas and functions to pivot tables and data visualization techniques. The focus is on providing practical examples and hands-on exercises to help learners apply their knowledge effectively

Hours: 16 Hours

Pre-requisite: Basic understanding of Microsoft Excel.

Module 1: Mastering Key Excel Concepts

- Using absolute and relative referencing in formulas

- Creating a formula with a mixed reference

- Naming cells and cell ranges and using the names in formulas

- Managing named cells and ranges using the Name Manager

- Custom buttons, menu items, keyboard shortcuts

Module 2: Numeric Functions:

- SUM, AVERAGE, MAX, MIN, COUNT

Module 3: Automate Decision making processes:

- COUNTIF, COUNTIFS, SUMIF, SUMIFS

- Decision making using simple IF, nested IF, and logical IF Functions

Module 4: Visualizing Data using charts.

- Inserting charts on a spreadsheet or on a new Excel sheet

- Applying chart formats to improve the appearance of your charts

- Changing the chart type

- Applying different types of formatting using various tips and tricks

- Saving time by creating a chart template

- Displaying trends using miniature charts in cells called Sparklines (in Excel 2010 and later)

Module 5: Working with Multiple Worksheets and Workbooks

- Use Links and External Reference

- Use 3-D References

- Consolidate Data

- Using Lookup Formulas and Formula Auditing

Module 6: Use Lookup Functions

- Trace Cells

- Watch and Evaluate Formulas

Module 7: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook

- Topic B: Protect Worksheets and Workbooks

Module 8 : Forecasting Data

- Determine Potential Outcomes Using Data Tables

- Determine Potential Outcomes Using Scenarios

- Use the Goal Seek Feature

- Forecasting Data Trends

Module 9: Formatting Data

- Using auto formatting option for worksheets

- Highlighting key information using conditional formatting rules

- Removing conditional formatting rules

- Editing rules for icon sets

- Writing formulas in conditional formatting rules

Module 10: Advanced Formulas and Functions in Excel

- Remove Duplicate

- Remove Blank Records

Module 11: Automating Workbook Functionality

- Apply Data Validation

- Search for Invalid Data and Formulas with Errors

- Work with Macros

- Advanced data validation formulas

Module 12: Automate your spreadsheet analysis by using the power of combining.

- VLOOKUP

- HLOOKUP

- INDEX and MATCH

- SUMPRODUCT

- SUMIF & SUMIFS

- COUNTIF & COUNTIFS,

- OFFSET

Module 13: Summarizing List Data using Pivot Tables

- Creating pivot tables to summarize Excel list or database data

- Rearranging fields in a pivot table

- Applying formatting to pivot tables and fields

- Filtering a pivot table

- Creating a pivot chart

- Updating or refreshing a pivot table

- Applying filtering using Excel's slicers

- Adding a pivot table button to the Quick Access Toolbar

- Pivot table using multiple database.

- Creating relationship using Power Query