

KOENIG SOLUTIONS • COURSE OUTLINE

# Basic to Advanced Excel (Koenig Original)

Learn to use Excel functions, lists, tables, data tools and pivot tables to build interactive dashboards.

**16 Hours**

DURATION

**9**

MODULES

**50**

TOPICS

## COURSE OVERVIEW

This course covers Excel formulas, cell references and functions such as IF, lookup and date functions, before moving into managing lists and tables through sorting, filtering, duplicate removal and subtotals. It then addresses advanced formatting, data tools such as text-to-columns, data validation, consolidation and goal seek, and methods for protecting worksheets and workbooks. The final modules focus on building and enhancing pivot tables, pivot charts and slicers, and using these to design interactive dashboards.

## WHO THIS COURSE IS FOR

Excel Users

Data Analysts

Business Analysts

Administrative Staff

Finance Professionals

Report Developers

## LEARNING OBJECTIVES

- Apply math operators, formulas and basic functions in Excel
- Use text functions such as Proper, Lower and Concat
- Distinguish relative, absolute and mixed cell references
- Apply logical functions such as IF, AND, OR and IFS
- Use criteria-based functions such as COUNTIF and SUMIFS
- Use lookup and date functions to retrieve and analyse data
- Sort, filter and subtotal data within lists and tables
- Build and enhance pivot tables, pivot charts and dashboards

# 9 Modules, 50 Topics

01

## Using Some Basic Functions and Different Types of Cell References in Microsoft Excel

### TOPICS

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions- AutoSum, Average, Max, Min, Count
- Text Functions- Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative, Absolute, and Mixed Cell References

02

## Working Functions in Microsoft Excel

### TOPICS

- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS() AVERAGEIF(), AVERAGEIFS()
- Using the LOOKUP Function (VLOOKUP, HLOOKUP, LOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

03

## Working with List

### TOPICS

Sorting Data in list · Filtering Data in list · Removing Duplicates from List · Adding Subtotal to a List

04

## Working with Tables

### TOPICS

Format Data as a Table · Move between table and ranges · Modify Tables & styles · Define Title · Use of Total Row option

05

## Advance Formatting

### TOPICS

Applying conditional Formatting in Built · Using Formula based Conditional Formatting

06

## Data Tools

### TOPICS

Converting Text to Columns · Linking to External Data · Data Validation · Using Data Validation · Consolidating Data · Goal Seek · Using Goal Seek

07

## Working with Others

### TOPICS

Protecting Worksheets and Workbooks · Password Protecting a Workbook · Password Protecting a Worksheet · Password Protecting Ranges in a Worksheet · Marking a Workbook as Final

08

## Using Pivot Tables

### TOPICS

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

09

## Creating Dashboard

### TOPICS

- Creating Dashboard with Pivot Table & Charts
- Creating relationship between slicers and Pivot Table / Charts
- Creating Timelines
- Using Slicer/timeline options
- Designing dashboard layouts
- Using Theme to make interactive Dashboard

#### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

#### ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

#### FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

## Ready to Get Started?

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