

KOENIG SOLUTIONS • COURSE OUTLINE

Intermediate Microsoft Excel

Learn to build advanced formulas, manage lists and tables, create illustrations and charts, and apply advanced formatting in Excel.

8 Hours

DURATION

43

TOPICS

21

HANDS-ON LABS

COURSE OVERVIEW

In this course you will learn advance skill like advanced formulas, lists, and illustrations. You will also work with charts and advanced formatting including styles.

WHO THIS COURSE IS FOR

This course is intended for students who have basic skills with Microsoft Excel 2019 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Apply advanced functions such as IF, VLOOKUP and PMT
- Build formulas that span multiple worksheets and named ranges
- Manipulate text using CONCAT, PROPER and LEFT/RIGHT functions
- Calculate dates with YEAR, MONTH and DAY functions
- Convert, sort, filter and subtotal data in lists
- Insert and edit illustrations such as shapes and SmartArt
- Create and customise charts using chart tools and templates
- Apply conditional formatting and manage styles and templates

43 Topics

01

9 Labs

TOPICS

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- Creating Scenarios

02

5 Labs

Working with Lists

This module explains how to work with lists.

TOPICS

Converting a List to a Table · Removing Duplicates from a List · Sorting Data in a List · Filtering Data in a List · Adding Subtotals to a List

03

2 Labs

Working with Illustrations

This module explains how to work with Illustrations in Microsoft Excel.

TOPICS

Working with Clip Art · Using Shapes · Adding Shapes · Working with Icons · Working with SmartArt · Using Office Ink

04

2 Labs

Visualizing Your Data

This module explains how to work with various types of charts in Microsoft Excel.

TOPICS

Inserting Charts · Using the Chart Recommendation Feature · Editing Charts · Using Chart Tools · Using the Quick Analysis Tool · Add and Format Objects · Create a Custom Chart Template

05

Lab

Working with Tables

This module explains how to work with tables in Microsoft Excel.

TOPICS

Format Data as a Table · Move between Tables and Ranges · Modify Tables · Define Titles · Creating and Modifying a Table in Excel

06

2 Labs

Advanced Formatting

This module helps in understanding conditional formatting in Microsoft Excel.

TOPICS

Applying Conditional Formatting · Using Conditional Formatting · Working with Styles · Creating and Modifying Templates

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01		■ Using Named Ranges in Formulas ■ Entering a Formula Using Data in Multiple Worksheets ■ Using the IF Function ■ Using the PMT Function ■ Using the VLOOKUP Function ■ Using the CONCAT Function ■ Using the PROPER Function ■ Using the LEFT and RIGHT Functions ■ Using the YEAR, MONTH, and DAY Functions
02	Working with Lists	■ Converting a List to a Table ■ Removing Duplicates from a List ■ Sorting Data in a List ■ Filtering Data in a List ■ Adding Subtotals to a List
03	Working with Illustrations	■ Working with Clip Art ■ Adding Shapes
04	Visualizing Your Data	■ Inserting Charts ■ Editing Charts

#	MODULE	ACTIVITY
05	Working with Tables	Creating and Modifying a Table in Excel
06	Advanced Formatting	■ Using Conditional Formatting ■ Working with Styles

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?

Talk to a learning advisor about schedules, group training and customised delivery.

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✉ info@koenig-solutions.com