1 – DAY
MS EXCEL (INTERMEDIATE LEVEL)

CONTACT

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METHODOLOGY

- Training is hands-on using easy-to-follow step-by-step instructions.
- Instructor-Led Training (ILT) on live exercises of each topic.

INTRODUCTION

Do you often work with data at work or frequently extract data to create reports to update your leaders? Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations. You will appear more professional when you present formulated spreadsheets to highlight your key data narratives. 'Microsoft Excel 2019 – Basic' is a course that is suitable for you if you are new to this application. The structured training will help you to increase your productivity while working with data.

Why is it so important to learn Excel? It is because almost every organisation across all industries is using Excel to boost their employees' productivity and quality of work. Many different job roles require some form of Excel knowledge. It is one of the most indispensable data processing tools in the working world now.

So what are some applications of Excel? For example, businesses use Excel for the creation of financial reports. Manufacturing plants use Excel for statistical analysis on their inventory. Families use Excel to help manage their family expenses, investment portfolios, and retirement savings projections. As you can see, Excel is an essential skill needed by everyone not only for work but also for their personal projects.

If you are looking to deepen your Excel knowledge, our 1-day 'Microsoft Excel 2019 – Intermediate' course will teach you how to manage data ranges, protections, create tables and charts, insert formulas and functions, trace errors, manage names, and how to sort and filter data. In addition, you will learn how to create VLOOKUP formulas, IF functions and simple Pivot Tables to report or summarise your data for more impactful reporting.

WHO SHOULD ATTEND?

Anyone who has an interest in learning the productivity software MS Excel for analysing and making sense of large amounts of data.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Use Paste options and Paste Special Commands
- Use functions such as IF, AND and OR, Nested IF, VLOOKUP and database functions such as DSUM
- Protect your workbook, worksheets and worksheet elements
- Work with data ranges with the creation of custom AutoFill lists, custom number formats and advanced filtering options
- Work with tables using the Total Row and removing Duplicate Rows of Data functions
- Create pivot tables and charts and work with them

PROGRAM OUTLINES

MODULE 1: MANAGING WORKSHEETS AND WORKBOOKS

- Adjusting Zoom
- Using Multiple Windows
- To open multiple windows of several workbooks
- Using Freeze Panes
- Using Split Windows
- Custom Views
- Hiding and Unhiding Worksheets and Workbooks
- Working With Multiple Worksheets
- Changing Worksheet Tab Colours
- Inserting Worksheets
- Moving Worksheets
- Copying Worksheets
- Deleting Worksheets
- Grouping and Ungrouping Sheets

MODULE 2: FUNCTIONS & FORMULAS

- Cell References: Relative, Absolute and Mixed
- Inserting Static & Dynamic Dates and Times
- Mathematical Functions with Maths Operators
- SUM, AVERAGE, MAX, MIN, COUNT, COUNTA Functions
- SUMIF and COUNTIF Functions

MODULE 5: CONDITIONAL FORMATTING

- Applying Cell Highlighting
- Applying Top & Bottom and Average Rules
- Applying Data Bars, Colour Scales, and Icon Sets
- Creating a Customised Rule with Formula Conditions
- Editing Rules
- Prioritising Rules
- Deleting Rules

MODULE 6: CREATING A CHARTS

- What is a Chart?
- Inserting a Chart
- Elements of a Chart
- Activating a Chart
- Formatting a Chart
- 3-D Charts
- Adjust Chart Data
- Saving a Chart Template
- Working with Charts