2 – DAY
MICROSOFT EXCEL
(INTERMEDIATE LEVEL)

Introduction

You already know how to get Microsoft® Office Excel 2019 to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret and present to others. But Microsoft® Office Excel 2019 is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organisational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Microsoft® Office Excel 2019 to provide the answers for you and that is exactly what this course aims to help you do.

Course Objectives

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

- Leverage the power of data analysis and presentation in order to make informed, intelligent organisational decisions
- Work with functions
- Work with lists
- Analyse data
- Visualise data with charts
- Use PivotTables and PivotCharts

Methodology

Pre-Requisite

To ensure success, students should have completed Logical Operations' Microsoft® Office Excel 2019 (Basic Level) or have the equivalent knowledge and experience

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

Who Should Attend?

This course is designed for students who already have foundational knowledge and skills in Microsoft® Office Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Microsoft® Office Excel to analyse and present data.

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Course Outline

MODULE 1: WORKING WITH FUNCTIONS

- Use Specialised Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

MODULE 2: WORKING WITH LISTS

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

MODULE 3: ANALYSING DATA

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

MODULE 4: VISUALISING DATA WITH CHARTS

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

MODULE 5: USING PIVOTTABLES & PIVOTCHARTS

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers