Microsoft Excel Intermediate to Advanced

Course Duration: 2-day; Instructor-led
Time Schedule: 9am-5pm
Lunch: 1:00pm- 2:00pm
Morning Tea-break: 10:30am-10:45am
Afternoon Tea-break: 3:30pm -3:45pm

COURSE OBJECTIVES/LEARNING OUTCOMES
Upon completion of this program, participants should be able to:

- Create simple to complex formulas and functions, like:
    - COUNTA & COUNTIFS Function
    - AVERAGEA &AVERAGEIFS Function
    - SUMIF & SUMIFS Function
    - IF Functions
    - Nested Functions
    - Database Function

- Create Subtotal Using the Subtotal Function
- Analyze data Using Pivot Tables
- Perform What If Analysis using:
    - Goal Seek
    - Solver
    - Input Table
    - Scenarios
- Use VLOOKUP function to extract data
- Nesting INDEX and MATCH Function
- Combining & Consolidating Data
- Summarizing & Analyzing with Pivot Table and Pivot Charts
- Record and Run a Macro
- Validate data in a Worksheet
- Filter data using Auto & Advanced Filters
- Advanced Chart Formatting
- Clean Duplicate Records
- Visualizing Data as a Graphics

TARGET AUDIENCE
This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Microsoft Excel.

PREREQUISITES

Basic knowledge of Microsoft Excel is essential with the following pre-requisites:

- Have attended Microsoft Excel – Foundation Level; OR able to
  - switch between task applications
  - create a spreadsheet with simple formatting
  - create a basic chart
  - print a spreadsheet with headers and footers added
  - use Auto Filter command
  - apply Freeze Pane command
  - create basic formulas – Addition, Subtraction, Multiplication and Division
  - use basic functions – AutoSum, Count, Max, Min and Average functions.
  - validate data in a Worksheet
  - apply Filter data using Auto & Advanced Filters
  - clean Duplicate Records

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussion and practical exercise.

COURSE OUTLINES

Microsoft Excel Intermediate (1 Day)

Module 1: Referencing Calculations

Topic A: Formula Reference
- Relative References
- Absolute References
- Mixed References

Module 2: Working with Functions

Topic A: Data Summary with Function
- COUNTA
- AVERAGEA

Topic B: Conditional Data Summary 1
- COUNTIF
- AVERAGEIF
- SUMIF

Topic C: Conditional Data Extraction
- IFERROR
- IF

Module 3: Organizing Dynamic Data Range with Tables

Topic A: Create and Modify Tables
- Create table
- Styles and Quick Style Sets
- Removing Duplicate Values

Topic B: Sort and Filter Data
- Sorting Data
- Filtering Data
- Advanced Filtering

Topic C: Use Subtotal to Calculate Data
- Total Row with SubTotal Functions

Module 4: Visualizing Data as a Graphics

Topic A: Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Icon Sets
- Creating New Rules with Formula

Topic B: Create Charts
- Charts
- Chart Types
- Chart Insertion Methods
- Resizing and Moving the Chart
- Adding Additional Data
- Switching Between Rows and Columns

Topic C: Modify and Format Charts
- Difference Between Modifying and Formatting
- Chart Elements
- Minimize Extraneous Chart Elements
- The Chart Tools Contextual Tabs
- Formatting the Chart with a Style
- Adding a Legend to the Chart

Module 5: Setting Up Reports as Pages

Topic a: Managing Multiple Windows
- Arranging Workbooks
- Comparing Workbooks Side by Side
- Synchronous Scrolling and Resetting a Window

Microsoft Excel Advanced (1 Day)

Module 1: Getting Different Views on Your Data

Topic A: Outlining and Grouping Data
- Using Automatic Outlining
- Displaying and Collapsing Levels
- Grouping Data Manually
- Creating Subtotals

Module 2: Advanced Functions

Topic A: Working with Array Formulas
- What are Array Formulas?
- Using Functions within Array Formulas

Topic B: Using the LOOKUP Function
- Using VLOOKUP to Find Data
- Find Exact Match with VLOOKUP
- Find Closest Match with VLOOKUP
- Find with HLOOKUP

Topic C: Linking, Consolidating, and Combining Data
- Linking Workbooks
- Consolidating Workbooks
- Combining Worksheets

Module 3: Summarizing and Analyzing Data with PivotTable, Slicer and Pivot Charts

Topic A: Create a PivotTable
- Create PivotTable Dialog Box
- PivotTable Fields Pane
- Summarize Data in a PivotTable
- Show Values as Functionality of a PivotTable

- Personalize the default PivotTable layout

Topic B: Filter Data by Using Slicer
- Slicers
- Insert Slicers Dialog Box

Topic C: Analyzing Data with PivotChart
- Creating PivotChart
- Editing a PivotChart

Module 4: Prevent User Changes with Protection
Topic A: Protecting Worksheet and Workbook
- Protecting the Current Sheet
- Protecting an Entire Workbook
- File Protection