Microsoft Excel Intermediate Training

Duration: **2 Day**

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Overview

Microsoft Excel Intermediate Training helps users with basic Excel experience develop stronger skills in formulas, data management, analysis, and visualization.

Through this course, you will be able to:

- Perform calculations more efficiently using **advanced formulas and Excel functions**.
- Organize and manage data lists with **sorting, filtering, and Excel tables**.
- Present information clearly through **charts, maps, and sparklines**.
- Highlight important information and simplify data analysis using **conditional formatting**.

This course is designed for Excel users who want to expand their knowledge of formulas and learn how to organize, manage, and analyze spreadsheet data more effectively. Participants will develop practical skills in **advanced sorting and filtering**, **conditional formatting**, **Excel tables**, and **data visualization tools**.

The training combines instructor-led exercises with independent activities to reinforce learning through practical experience. Participants will work with scenarios inspired by real workplace challenges and can choose examples relevant to one of seven sectors: **Retail, Education, Local Government, Legal, Policing, Healthcare, or Finance**.

Prerequisites

This course is intended for users who are already familiar with the essential features of Microsoft Excel and want to develop their skills further.

Participants should have experience with **data entry**, **basic formulas**, and commonly used Excel functions such as **SUM** and **AVERAGE**.

Who Should Attend

Microsoft Excel Intermediate Training is suitable for existing Excel users who want to improve their efficiency and confidence when working with more advanced spreadsheet features.

It is particularly beneficial for professionals looking to strengthen their skills in **formulas, functions, tables, data lists, charts, conditional formatting, and Excel analysis tools**.

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What You Will Learn

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

- Use **absolute and mixed cell references**, named ranges, and links between worksheets and workbooks.
- Perform more advanced calculations with **criteria-based, logical, lookup, and dynamic array functions**.
- Manage data lists more effectively using **advanced sorting, filtering, and Flash Fill**.
- Create and maintain **Excel tables**, including calculations and total rows.
- Present and analyze information using **charts, geographic maps, and sparklines**.
- Apply **conditional formatting** to highlight important data and perform color-based sorting and filtering.
- Use the Excel tools and techniques covered in the course to handle **realistic workplace tasks** more efficiently.

Availability of certain features may depend on the version of Excel being used.

Infographic creation depends on the availability of the relevant Excel add-ins.

Outline

Module 1: Formula Tools and Techniques

- Using the **Quick Analysis** tool
- Working with **absolute and mixed cell references**
- Creating and using **named ranges**
- Establishing links between **worksheets**
- Linking data to **external Excel workbooks**

Module 2: Commonly Used Excel Functions

- Understanding how **Excel functions** work
- Applying **criteria-based functions**
- Using **logical functions** for conditional calculations
- Retrieving and matching data with **lookup and reference functions**

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- Working with **dynamic array functions**

Module 3: Working with Data Lists

- Using **Flash Fill** to complete data patterns
- Working with **checkboxes***
- Performing **advanced sorting** operations
- Filtering data with the **FILTER function***

Module 4: Mastering Excel Tables

- Exploring the key features of **Excel tables**
- Creating, organizing, and managing tables
- Performing **calculations and using total rows** in tables
- Applying and customizing table formatting
- Using additional **Excel table tools**

Module 5: Data Visualization

- Understanding the fundamentals of **Excel charts**
- Creating charts for different types of data
- Resizing and repositioning charts
- Editing and managing existing charts
- Adding and modifying **chart elements**
- Customizing chart appearance and formatting
- Working with **chart templates**
- Creating **maps from geographic data**
- Designing **infographics using Excel add-ins**
- Analyzing trends with **sparklines**

Module 6: Conditional Formatting

- Applying and managing **conditional formatting** rules
- Creating **custom conditional formatting rules**
- **Sorting and filtering by cell color**

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