Microsoft Excel Formulas and Presenting Data Training

Duration: **3 Day**

BILGINÇ IT Academy
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bilginc.com

92% of learners would recommend this course.

- **Build confidence in data analysis using VLOOKUP, IF functions and Excel charts.**
- **Designed for Excel users who want to progress beyond basic features and simple formulas.**
- **Develop practical skills through hands-on exercises in a real Microsoft Excel environment.**

The **Microsoft Excel Formulas and Presenting Data Training** is a **half-day course** designed for users who already understand the fundamentals of Excel and want to improve their ability to calculate, analyse and present data using more advanced features.

The course is suitable for participants working with **Microsoft Excel 2016 or later versions**, including **Microsoft 365 subscription editions**. Training sessions delivered at a Bilginç IT Academy training location use **Microsoft Excel 2016**.

Throughout the programme, learners explore **advanced Excel formulas** and discover how to use different tools to make data easier to interpret and present.

The training covers essential functions such as **IF**, **COUNTIF**, **SUMIF** and **VLOOKUP**, enabling participants to perform more advanced calculations and work with spreadsheet data more effectively.

In addition to formulas, participants learn how to **create and modify charts**, use **Sparklines** to display data trends and apply **Conditional Formatting** to highlight information according to specific rules.

Through **practical exercises in Microsoft Excel**, learners gain experience applying these features directly within worksheets, helping them develop skills they can use in everyday business tasks.

Prerequisites

Participants should have the following basic Microsoft Excel knowledge and skills before attending:

- **A working knowledge of Microsoft Excel**
- **The ability to create basic Excel formulas**
- **Experience performing basic cell and data formatting**

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What You Will Learn

By completing the **Microsoft Excel Formulas and Presenting Data Training**, participants will develop the skills needed to perform calculations with advanced formulas and present spreadsheet data more clearly using Excel's visual tools.

By the end of the course, learners will be able to:

- **Perform calculations using advanced Excel formulas** to work with spreadsheet data more effectively.
- **Create and modify charts** to present information visually.
- **Apply Conditional Formatting** to highlight and format data according to defined criteria.

This training helps participants strengthen their ability to**use Excel formulas effectively**, present information through **charts and conditional formatting**, and make better use of Microsoft Excel in their daily work.

Training Outline

1. Calculating with Advanced Formulas

- **Overview of Relative and Absolute Cell References**
- **IF Functions**
- **COUNTIF Function**
- **SUMIF Function**
- **VLOOKUP Function**

2. Charts

- **Creating and Modifying Charts**
- **Working with Sparklines**

3. Conditional Formatting

- **Applying Standard Conditional Formatting Rules**
- **Creating and Editing Conditional Formatting Rules**

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