

Microsoft Excel Intermediate



X

Course Overview

MS Excel Intermediate is designed for individuals who are already proficient in using Excel (can modify worksheets and create simple formulas) but want to start working more efficiently, using a broader selection of tools and harnessing MS Excel's automation capabilities.

In this course we will explore a broad range of MS Excel functions for cleaning and transforming data, we will use conditional formatting to identify trends and anomalies including conditional logic. We will explore the VLOOKUP and XLOOKUP functions, and conclude by examining how to analyse data, using pivot tables and create interactive dashboards with pivot charts and slicers.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3.25-hour virtual programs.

Course Objectives

- Develop advanced skills in organising and managing data, including the use of tables and named ranges.
- Learn to apply more complex formulas and functions to solve real-world problems.
- Gain the ability to analyse data effectively using tools like Pivot Tables and charts.
- Explore methods for automating tasks in Excel using macros and other built-in features.

Course Outline

Clean and Transform Data

Joining and splitting text
Changing case
Removing unwanted characters
Date calculations

Conditional Formatting

Identifying trends
Managing formats
Interactive formats

Logical Functions

IF function
Nested Ifs
AND and OR Function

Tables

Creating tables
Sorting and filtering
Automating processes

Lookup Function

VLOOKUP range
VLOOKUP exact
XLOOKUP (if available)

Pivot Tables & Dashboard

Creating pivot tables
Adjusting calculations
Sorting and filtering
Formatting pivots
Creating pivot charts
Dashboards and slicers



Priority®

A Better Way To Work

Priority Management Australia

1300 187 203

admin@prioritymanagement.com.au

www.prioritymanagement.com.au