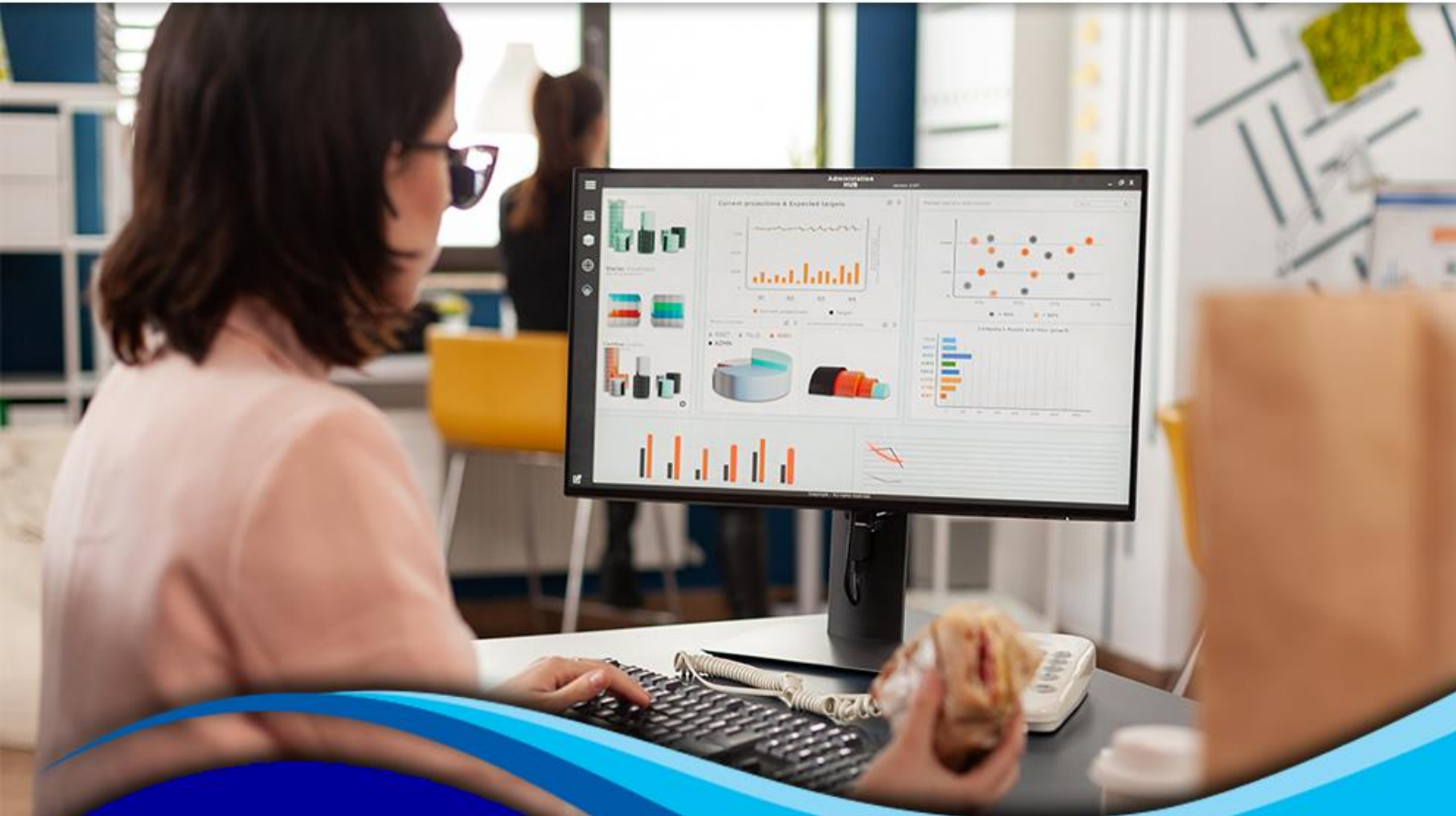




African Helix
Training

In Pursuit of Excellence and Beyond...



Microsoft®
Excel
Part 2: Intermediate

Course Content

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Overview

This course is designed for individuals who have a basic understanding of Excel and are looking to enhance their skills and efficiency in using this powerful spreadsheet software. In this intermediate course, we will delve deeper into Excel's robust functionalities, exploring advanced features and practical applications that streamline your workflow.



Course Prerequisites

This level assumes the user has completed or understands the materials covered in the first part of the Microsoft Office Excel courseware.



Target Audience

This course is ideal for Professionals, Students, Small Business Owners and Enthusiasts who use Excel regularly.



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 1 Day
(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Modify Excel options
- Understand and use formula cell referencing
- Use the fill operations available to fill a data series
- Create and use defined names in a workbook
- Use common worksheet functions
- Create more complex formulas and functions.



Lesson 1: Creating Advanced Formulas

- Topic A: Use Range Names in Formulas
- Topic B: Use Specialised Functions

Lesson 2: Analysing Data With Logical And Lookup Functions

- Topic A: Use Text Functions
- Topic B: Use Logical Functions
- Topic C: Use Lookup Functions
- Topic D: Use Date Functions
- Topic E: Use Financial Functions

Lesson 3: Organising Worksheet Data With Tables

- Topic A: Create and Modify Tables
- Topic B: Sort and Filter Data
- Topic C: Use Subtotal and Database Functions to Calculate Data

Lesson 4: Visualising Data With Basic Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trend line
- Topic D: Create Advanced Charts

Lesson 5: Analysing Data With Pivottables, Slicers, And Pivot-Charts

- Topic A: Create a PivotTable
- Topic B: Filter Data by Using Slicers
- Topic C: Analyse Data with Pivot-Charts

Lesson 6: Inserting Graphics

- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt



For More Details and to Register, Please Contact

Course Coordinator

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