

Microsoft Excel Level 2 (Intermediate)

All versions

Description

This is a middle level or intermediate course for people who have done a beginners' course but need more skills to analyse and report on data.

It is a pre-requisite for the advanced course.

Who should attend

Anyone who is working on Excel but struggles with formulas and functions, handling large spreadsheets for analysis and reporting. It is an ideal starting point for people who are self-taught and need a refresher course and/or want to work smarter with the newer versions.

Duration

2 full days onsite/public venue/online

Outcomes

- To learn tricks and shortcuts to work efficiently, accurately and faster
- To create a wide range of formulas properly
- To consolidate data using 3D formulas
- To learn how to use functions
- To learn how to clean up data downloaded from other programs
- To learn how to sort, filter and do subtotals
- To learn conditional formatting and formatting as a table
- To learn how to create charts and sparklines

Unit Standards

SAQA US ID: 116940: Use a graphical user interface (GUI)-based spreadsheet application to solve a given problem. NQF level 3. Credits 6.

Prerequisites

You must have attended a beginner's course in Excel and/or work with Microsoft Excel on a daily basis.

COURSE CONTENT

Module 1: Excel Environment

- Plan, Prepare and Produce a Spreadsheet
- Customising the View and Preferences
- Working with Templates
- Using Styles and themes
- Excel Essentials

Module 2: Essential Functions and formulas

- Basic Formulas and Functions

- Statistical functions: =Max, =Average, =Min, =Count, =CountA
- Absolute, relative and mixed references in formulas
- Naming ranges and cells

Module 3: Creating multiple-worksheet workbooks

- Using Multiple Sheets: inserting, naming, deleting, grouping etc.
- Moving, copying & pasting data
- Summing through the sheets

- Link Formulas

Module 4: More on Functions

- Getting help with functions: FX
- =Round
- Logical functions:
 - =IF, =SumIF, =CountIF
- Formula Auditing & show formula

Module 5: Working with large spreadsheets

- Freeze Panes
- Using split and side by side to view the spreadsheet
- New Window
- Text functions:
 - =Concatenate(Concat), =Left, =Right, =Mid, =Trim, =Len, =Text, =TextJoin, =Upper, =Lower, =Proper
- Flash Fill
- Text to Column wizard
- Date functions, =Now, =Today, =Weekday, =Year, =Month, =Day,
- Hiding columns & rows
- Paste Special
- Using Find & Replace
- Cell comments and notes (365 only)
- Conditional formatting
- Finding duplicates by using conditional formatting

Module 6: Working with Data, Lists and Tables

- Sorting a list
- Filtering a list
- Using Subtotals and Outlines
- Using the create table feature
 - Modifying and formatting a table
 - Finding duplicates in a table
 - Functions and formulas in a table
 - Using Slicers with Tables
- Display data trends using sparklines