

MICROSOFT EXCEL INTERMEDIATE- 2D

Introduction

Microsoft Excel is a software for storing numerical data and analyzing them. It is one of the most flexible and commonly used applications in Office. Whatever career path you choose, you will probably have to use Excel to achieve your professional goals, some of which may happen every day. For one way or the other, we all work with numbers. When we want to record, analysis and save such numeric data, Microsoft Excel comes in handy. At this intermediary level, it provides an overview of the Excel forms and features used every day for preparing reports and analytics for our managers.

Learning Outcome

- Describe Excel Data thoroughly to prevent common mistake in Excel Reports.
- Perform accurate and consistent Reports using the right Formula or Functions.
- Apply Logic in the Formula by using Logical Functions to automate outcome.
- Get information & Summarize Data accurately quick and easy.
- Print final report in proper setup and present professionally.

Pre-requisite

Participants should be able to use a PC at the beginner level.
Basic knowledge and functionality of Microsoft Excel
Microsoft Office 2013 and above

Methodology

- Face-face physical sessions
- Online/Virtual sessions

Duration

- 2 days , 7 hours each day.
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Course Outline

Excel Cell Formatting

- Applying Styles to a Range
- Conditional Formatting
- Custom Number Formats

Excel Functions and Formulas

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference
- Sum Function
- Mixed References within Formulas

Excel Named Ranges

- Naming Cell Ranges
- Removing a Named Range
- Named Cell Ranges and Functions

Excel Statistical Functions

- COUNT Function
- COUNTA Function
- COUNTIF Function
- COUNTBLANK Function

Excel Text Functions

- LEFT Function
- RIGHT Function
- MID Function
- TRIM Function
- CONCATENATE Function

Excel Time & Date Functions

- Inserting the Current Time and Date
- TODAY Function
- WORKDAY Function
- NETWORKDAYS Functions
- DATEDIF Functions
- EDATE & EOMONTH Functions

Excel Logical Functions

- IF Function
- AND Function
- OR Function

Excel Lookup Functions

- VLOOKUP Function
- HLOOKUP Function
- Excel Database Functions
- DSUM Function
- DAVERAGE Function
- DMAX Function
- DMIN Function
- DCOUNT Function

Manipulating Worksheets within Excel

- Copying or Moving Worksheets between Workbooks
- Splitting a Window
- Hiding Rows / Columns
- Hiding & Unhiding Worksheets
- Un-Hiding Rows / Columns

Paste Special Options within Excel

- Using Paste Special to Add, Subtract, Multiply & Divide
- Using Paste Special 'Values'
- Using Paste Special Transpose Option

Excel Setup & Printing Issues

- Worksheet Margins
 - Worksheet Orientation
 - Worksheet Page Size
 - Headers and Footers
 - Scaling Your Worksheet to Fit a Page(S)
 - Printing Titles on Every Page
 - Previewing a Worksheet
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Course Schedule

TIME	Day 1	Day 2
09:00a.m.- 10:30a.m.	Understanding Data and Formatting Part 1 Topic 1 to Topic 3	Advanced Formula & Functions Part 1 Topic 7 and Topic 9
10:30a.m.- 10:45a.m.	Morning Tea Break / Comfort Break	Morning Tea Break / Comfort Break
10.45a.m.- 12.30p.m.	Understanding Data and Formatting Part 2 Topic 1 to Topic 3	Advanced Formula & Functions Part 2 Topic 7 and Topic 9
12.30p.m.- 1.30p.m.	Lunch Break	Lunch Break
1.30p.m.- 3.30p.m.	Daily Used Functions Part 1 Topic 4 to Topic 6	Worksheet Management & Paste Special Topic 10 and Topic 11
3.30p.m.- 3.45p.m.	Afternoon Tea Break / Comfort Break	Afternoon Tea Break / Comfort Break
3.45p.m.- 4.40p.m.	Daily Used Functions Part 2 Topic 4 to Topic 6	Print Setup and Q&A
3.40p.m.- 5.00p.m.	1st Day Debrief / Closing	Debrief / Closing / Evaluation / Certificates/ Photo

Schedule/Timing is subject to change according to the Participants Progress and Level of Knowledge.

About Elite Indigo

Elite Indigo Consulting provides corporate training to the semiconductor and manufacturing industries. With a humble beginning of one founding member with passion and desire to share his 20 years of experiences in Smart Manufacturing for global manufacturing facilities, now, we have a strong and competent team of 20 members, all aligned with company mission, vision and core values.

Our Mission

"Transform Data into Insights - Leap Forward"

Our Vision

Be a Global Trusted Advisor in the Areas of Skills Development, Consultancy & Software Solutions specialising in Semiconductor & Manufacturing industries.

Our Core Values

