MICROSOFT EXCEL: INTERMEDIATE TO ADVANCED

BY ELite INDIGO

Microsoft Excel Intermediate to Advanced

• Program Overview

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 Objectives

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

- 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

• Duration   Two (2) Full-Day Workshop;

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• Course Modules

Module 1:Excel Cell Formatting
·Applying Styles to a Range
·Conditional Formatting
·Custom Number Formats

Module 2:Excel Functions and Formulas
·Getting Help with Functions
·Nested Functions
·Consolidating Data Using a 3-D Reference Sum Function
·Mixed References within Formulas

Module 3:Excel Named Ranges
·Naming Cell Ranges
·Removing a Named Range
·Named Cell Ranges and Functions

Module 4:Excel Statistical Functions
·COUNT Function
·COUNTA Function
·COUNTIF Function
·COUNTBLANK Function

Module 5:Excel Text Functions
·LEFT Function
·RIGHT Function
·MID Function
·TRIM Function
·CONCATENATE Function

Module 6:Excel Time & Date Functions
·Inserting the Current Time and Date
·TODAY Function
·WORKDAY Function
·NETWORKDAYS Functions
·DATEDIF Functions
·EDATE & EOMONTH Functions

Module 7:Excel Logical Functions
·IF Function
·AND Function
·OR Function

Module 8:Excel Lookup Functions
·VLOOKUP Function
·HLOOKUP Function

Module 9:Excel Database Functions
·DSUM Function
·DAVERAGE Function
·DMAX Function
·DMIN Function
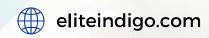·DCOUNT Function

Module 10:Manipulating Worksheets within Excel
·Copying or Moving Worksheets between Workbooks
·Splitting a Window
·Hiding Rows / Columns
·Hiding & Unhiding Worksheets
·Un-Hiding Rows / Columns

Module 11:Paste Special Options within Excel
·Using Paste Special to Add, Subtract, Multiply & Divide
·Using Paste Special 'Values'
·Using Paste Special Transpose Option

Module 12: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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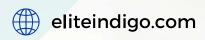
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- ## Course Schedule

DAY/TIME	DAY 1	DAY 2
30 Minutes	Introduction to Excel	Recap of Day 1
1 Hour	Module 1	Module 7
1 Hour	Module 2	Module 8
1 Hour	Module 3	Module 9
1 Hour	Lunch	Lunch
1 Hour	Module 4	Module 10
1 Hour	Module 5	Module 11
1 Hour	Module 6	Module 12
30 Minutes	Q&A & Summary	Recap & Summary

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LEADERSHIP SKILL
Unleash your leadership potential with our Leadership Skills course

TEAMBUILDING
Understand the dynamics of teamwork, communication, and synergy