

## Course Overview

The purpose of the Excel Intermediate training is to equip participants with the skills and knowledge needed to work efficiently and effectively with Excel for data analysis, reporting, and productivity. This course goes beyond the basics, focusing on advanced features that enhance data management, analysis, and visualization. It is designed to help individuals become more proficient in Excel, making them valuable assets in their professional roles and tasks.

## Audience Profile

Business Professionals who use Excel for data analysis and reporting. Analysts and Researchers looking to advance their Excel skills. Data Managers and Administrators. Small Business Owners and Entrepreneurs. Anyone seeking to enhance their Excel proficiency for personal or professional growth.

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Advanced Formulas and Functions

- Advanced Text Functions
- Lookup and Reference Functions
- Logical Functions
- Date and Time Functions

### Lesson 2: Data Validation and Protection

- Custom Data Validation Rules
- Advanced Data Validation Techniques
- Protecting Worksheets and Workbooks
- Passwords and Permissions

### Lesson 3: Data Sorting and Filtering

- Sorting Data in Multiple Levels
- Using Custom Sort Lists
- Advanced Filtering Techniques
- Filtering with Slicers

### Lesson 4: PivotTables and PivotCharts

- Creating and Customizing PivotTables
- Calculated Fields and Items
- PivotTable Slicers
- Creating PivotCharts

### Lesson 5: Data Analysis with Subtotals

- Using Subtotal Functions
- Grouping and Outlining Data
- Consolidating Data
- Advanced Subtotaling Techniques

### Lesson 6: Advanced Data Visualization

- Conditional Formatting Rules
- Data Bars, Color Scales, and Icon Sets
- Sparklines
- Creating Advanced Charts

### Lesson 7: Working with Multiple Worksheets

- Linking Data Across Worksheets
- 3D Formulas and References
- Consolidating Data from Multiple Sheets
- Managing Multiple Sheets Efficiently

### Lesson 8: Advanced Data Analysis Tools

- What-If Analysis with Data Tables
- Scenario Manager and Goal Seek
- Solver Add-In
- Advanced Analysis with Power Query

### Lesson 9: Advanced Productivity Techniques

- Customizing Excel Options
- Creating Custom Templates
- Macros and Automation
- Excel Add-Ins

### Lesson 10: Sharing and Collaboration

- Review and Commenting Features
- Tracking Changes
- Protecting and Sharing Workbooks
- Excel Online Collaboration

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer