Working With Excel
INTERMEDIATE
LEVEL 2

WHO SHOULD ATTEND

Our **Working with Microsoft Excel – Intermediate** workshop is targeted towards individuals who are familiar with the basics of Excel but wish to deepen or refresh their base of knowledge. It is a Full day session with a live facilitator. This session is intended for those who wish to learn additional functions and tools to organize and analyze their data more thoroughly.

Course Objectives

After the workshop, graduates will be better able to:

- Create complex formulas and functions beyond the basics
- Work with lists and tables
- Analyze data for better interpretation and reporting
- Visualize data with charts and tables
- Audit worksheets to find errors

"I thought I knew all about functions, boy, was I wrong! Now I can find my function errors and use LOOKUP!"

Format:

- 1-day instructor-led session or two 3-hour web- based live online classroom sessions
- Optional follow up group Coaching Session to reinforce learning
- Customized options for shorter in-house training are also available

Also includes:

- Our pre-workshop Discovery call where we learn how your group currently uses the tool and how we can customize the learning to meet your specific needs
- virtual learning guide
- A Free Follow-up 30-minute Coaching Session
- Lifetime Support with the learning

Prerequisite:

- Participant should have successfully completed the Microsoft Excel Level 1 course.

Required Software:

- Microsoft Excel 2016/2019 or Microsoft Office 365

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Course Synopsis

Unit 1: Creating Advanced Formulas
- Apply Range Names
- Use Specialized Functions

Unit 2: Analyzing Data with Logical and Lookup Functions
- Use Logical Functions
- Use Lookup Functions
- Use Date Functions
- Conditional formatting with formula

Unit 3: Organizing Worksheet Data with Tables
- Create and Modify Tables
- Sort and Filter Data
- Create a custom list (new)
- Create Slicers (New)

Unit 4: Visualizing Data with Charts
- Create Charts
- Modify and Format Charts
- Create a Trendline

Unit 5: Auditing Worksheets
- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

Learning Microsoft Excel ✓

This course will give you the skills to perform data analysis in Excel. You will learn how to use formulas, conditional formatting, filtering and sorting and many more data analysis features to help you in your work. This course will increase your competence in day-to-day data analysis making you more efficient and productive.

"The training was just what we needed! The team at Priority helped us improve our current spreadsheet and now everyone uses it the same way"

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