

Microsoft Excel – Intermediate

Description: This course is dedicated for people familiarised with work with Microsoft Excel at the basic level and willing to extend their knowledge. During the course, the participants will learn database tools and data analysis. Participants will learn how to effectively enter and process information using reports and lists. The scope of the training will also cover topics related to calculations and functions.

Duration: 16 hours

Initial requirements: Completion of the basic course or an equivalent level of knowledge.

For whom: People from the accounting, financial, sales, marketing, administration and logistics departments.

Module: Formulas and Functions – Create and Modify (MSEX03)

- 1) Create simple formulas**
 - a. Fixed values
 - b. Operators
- 2) Modifications of formulas**
- 3) Functions:**
 - a. Concept of function argument
 - b. Function Wizard
 - c. Basic Functions: Sum, Average, Count, Min, Max
 - d. Copying and moving functions and formulas
 - e. Relative and absolute references
- 4) Errors**
 - a. Types of errors
 - b. Prevention Methods
 - c. Correcting errors
 - d. Formula auditing
 - e. Evaluate formulas

Module: Formatting (MSEX02)

- 1) Conditional formatting**
- 2) Formatting data as a table**
- 3) Cell Styles**

Module: Database (MSEX04)

- 4) Database in Excel**
- 5) Validation**
- 6) Form**
- 7) Sorting**
 - a. Simple
 - b. Custom lists
 - c. Font color, fill, cell icon
- 8) Autofilter**
 - a. Simple
 - b. Custom
 - c. Font color, fill, cell icon
- 9) Remove duplicates**
- 10) Text to columns**
 - a. Conversion of textual, numerical, date data

Module: Functions (MSEX06)

- 1) Logical**
 - a. IF
 - b. AND
 - c. OR
- 2) Math**
 - a. SUM
 - b. ROUND
 - c. RANDBETWEEN
- 3) Statistical**
 - a. AVERAGE
 - b. MIN
 - c. MAX
- 4) Text**
 - a. LEFT
 - b. RIGHT
 - c. MID
 - d. &, CONCATENATE
 - e. CLEAN
 - f. TRIM
 - g. LEN
 - h. PROPER, UPPER, LOWER
 - i. FIND
- 5) Info**
 - a. INFO

- 6) Financial**
 - a. PMT
- 7) Date and Time**
 - a. TODAY
 - b. NOW
 - c. WORKDAY
- 8) Basics of nesting functions**

Module: Charts (MSEX08)

- 1) Types of charts.**
- 2) How to choose the right type of graph**
- 3) Create a chart based on one table.**
 - a. Series and categories of data
 - b. Plot area.

Module: Customize and editing tools (MSEX09)

- 1) Paste special**
 - a. Calculations
 - b. Transpose
 - c. Values
 - d. Validation
- 2) Defined names**
 - a. Use of names in calculations
- 3) Import data from text files**
- 4) Go to - specifical**
- 5) Data series**
- 6) Create your own lists**
- 7) Program Options**
- 8) Creating and customizing**
 - a. Quick Access Toolbar
 - b. Cards and groups on ribbons