



Microsoft

Excel

Level 2: Intermediate

Who Should Attend

This course is for users who want to build upon their foundational knowledge and master more advanced spreadsheet capabilities for robust data analysis and reporting. This includes learning pivot tables, lookup functions, database tools, chart creation, and other analytical features to extract deeper insights.

Format:

- 1x 1-day instructor-led online sessions

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Excel Level 1: Foundation
- Excel Level 3: Advanced

Think Bigger, Do More with Data

Learn how to harness the power of Excel for making an impact with data.

This course will help you:

- Use the new features in MS Excel
- Identify new charts to communicate the key message
- Use a variety of functions to analyse business data
- Sort and Filter Data in predefined Tables
- Use data validation to control data entry
- Use the key functions of Pivot tables
- Use Get and Transform Data to clean and prepare data.

A Better Way To Work

Priority Management Training

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Synopsis:

Excel Level 2: Intermediate

This Microsoft Excel course focuses on the need to produce real time reports using Charts and Pivot Tables and introduces new functions and data tools to help participants be more productive. Areas covered include If Statements, VLookup, data analysis functions, sorting and filtering data in tables, data validation and cleaning data . This is our most popular Microsoft Excel course and is a very comprehensive day for Excel users to really get to grips with the key functions they need.

Unit 1 New features in Excel

- Flash fill, Quick Analysis & Tell me About.

Unit 2 Working with Charts

- Creating charts
- Selecting charts from the Add-ins Store
- Identifying and using the correct chart for your data
- Creating Sparklines
- Insert 3D map.

Unit 3 Working with Functions and Formulas

- Using Functions in Excel: IF Statements, VLookup and XLookup, CountIf, SumIf
- Working with Names and Ranges
- Using names to simplify formulas

Unit 4 New functions in Excel

- Ifs, Switch, TextJoin, ConCat.

Unit 5 Advanced Formatting

- AutoFormat (Table Format)
- Visualising Data using Conditional Formatting
- Data Validation
- Using Multiple Worksheets & Workbooks

Unit 6 Pivot Tables

- Introduction to Pivot Tables
- Manipulating data in the Pivot Table
- Creating Pivot Charts
- Using Slicers.

Unit 7 Get and Transform Data:

- Introduction to Power Query.



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