

Course Name: Microsoft Excel Intermediate

Synopsis

Excel is a powerful spreadsheet program developed by Microsoft. It is widely used for organizing, analyzing, and presenting data in various industries and professions. Unlock the power of Excel at the intermediate level by mastering functions, data analysis techniques, and dazzling data visualization tools to streamline your data management and analysis.

What You Will Learn

- **Data Management:** Sort and Filter for data bliss, zap duplicates, conquer inconsistencies, table your data game, and unleash SUBTOTAL for crystal-clear insights!
- **Excels D-Function:** Unleash Excel's D-Functions for Quick and Accurate Database Calculations
- **Data Validation:** Guard your Data fortress! Ensure accuracy and consistency with Smart Input Rules
- **Importing and Exporting Data in Excel:** Seamlessly Import and Export your Data to Excel, making information flow effortlessly
- **Excel Pivot Tables:** Transform your data into insights with Excel Pivot Tables
- **Working With Excel Power Pivot:** Unlock Excel's Data Model Superpowers by Merging Data, forging connections, and unleashing insights with Power Pivot wizardry
- **Working With Large Sets of Data:** Master tools for handling large Datasets with ease
- **Consolidating Data:** Streamline and Unify Data with ease using the Consolidate feature
- **Printing Large Sets of Data:** Master the Art of Printing large Data Sets like a Pro for Ultimate Clarity

Who Should Attend

This course is perfect for data enthusiasts and budding analysts ready to level up their Excel skills.

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Data Management

Participant will learn the essential building blocks of Excel, from navigating the interface and customizing setting, understanding Excels behaviour, and must know shortcut keys.

- Single- Level Sorting
- Multi-Level Sorting
- Custom Sorting
- Filter In Excel Using AutoFilter
- Creating Subtotals in Excel
- Table Formatting
- Finding and Removing Duplicates

Session 2: Excel's D-Function

The D-Function helps in quickly analyzing and summarizing data based on specified conditions, making it a powerful tool for data analysis, and reporting tasks.

- Excel DSUM (Single & Multiple Criteria)
- Excel DAVERAGE (Single & Multiple Criteria)
- Excel DCOUNT (Single & Multiple Criteria)

Session 3: Excel Data Validation

Data validation is essential for creating reliable and error-free Excel workbooks, making it a valuable tool for data management and analysis tasks.

- The Need for Data Validation
- Creating Excel Data Validation List
- Different Types of Excel Data Validation
- Dynamic Formulas Using Excel Data Validation

Session 4: Importing and Exporting Data in Excel

Importing and exporting data in Excel is crucial for data integration, analysis, reporting, and sharing tasks, facilitating seamless data workflows across different platforms and applications.

- Importing Data from Excel (Access File, Txt File)
- Exporting Data from Excel into various format (CSV, Txt etc)

Session 5: Excel Pivot Tables

Participants will gain a comprehensive understanding of how to use pivot tables in Excel to analyse, summarize, and visualize data effectively for decision-making and reporting purposes.

- Creating Excel Pivot Table
- Performing Calculation in Pivot Table
- Grouping Pivot Table Data
- Formatting Pivot Table Data

- Modifying Calculation in Pivot Table
- Drilling Down into Pivot Table Data
- Creating Pivot Charts
- Filtering In Pivot Table using Slicer

Session 6: Excel Power Pivot

Participants will gain a comprehensive understanding of how to leverage Excel Power Pivot to create sophisticated data models, perform advanced data analysis, and create insightful reports and visualizations.

- Introduction to Power Pivot and Why Use It
- Creating Data Model in Power Pivot
- Building Power Pivot Table Based on Data Model

Session 7: Dealing with Large Data Set

Participants will learn how to efficiently handle and consolidate large sets of data in Excel.

- Freezing and Unfreezing Panes
- Grouping Data (Columns & Rows)
- Consolidating Data from Multiple Excel Worksheets

Session 8: Printing Large Data Set

Participants will learn how to effectively print large sets of data in Excel, including techniques for adjusting print settings, formatting data for print, setting page breaks, and configuring page layout with header and footer.

- Print Settings and Page Layout (Orientation, Layout, Header & Footer)
- Page Setup and Print Area by setting Breaks
- Setting and Managing Print Titles for repeating headers on each page