

Microsoft Excel - Intermediate and Advanced Level

Training Course MS Excel:: Intermediate - Advanced Course

Course Language English or Arabic

Course Duration Total Number of hours **21 Hours**

Course Objectives This course is aimed for participants who have basic knowledge of MS – Excel and professionals in accounting , management , research and data intensive activities. Upon completion of course, participants will have a deep understanding of the most common advanced formulas in Excel, notably for advanced decision making.

This course sets out advanced and intermediate skills that can be used to Improve productivity using a spreadsheet application.

Formatting :- Cells and Worksheets

Formulas and functions: - Using formulas and functions

Charts :- Creating and formatting charts

Analysis :- Using tables , Sorting and filtering , and Scenarios

Validating and auditing :- Validating, Auditing

Enhancing productivity:- Naming cells, Paste special, Linking, embedding and importing.

Concepts and statistical analysis:- Key concepts ,Statistical analysis

Data set preparation :- Importing, shaping , and Filtering.

Course Content

Course Content

Data set summarization :- Pivot table data aggregation, Pivot table frequency analysis, Filtering pivot tables, Using pivot charts

Data visualization:- Concepts and setup, Visualization, Publishing and sharing.

Learning Outcomes

At the end of the program the trainees will be able to:

- Apply advanced formatting options.
- Use functions that associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting.
- Work with tables and lists to analyze, filter and sort data.
- Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges and macros.
- Use linking, embedding and importing features to integrate data.
- Compare and merge spreadsheets.
- Apply spreadsheet security features.
- Understand the key concepts relating to the application of data analytics in business.
- Understand and apply keys statistical analysis concepts.
- Import data into a spreadsheet and prepare it for analysis using data.
- Cleansing and filtering techniques.

Learning Outcomes

- Summarize data sets using pivot tables and pivot charts.
- Understand and apply data visualization techniques and tools.
- Create and share reports and dashboards in a data visualization tool.

Target Audience

- Any person having basic knowledge of MS-Excel.
- This course is perfect for professionals who want to make their tasks efficient with the use of Excel related to Data Analytics, Financial and Management.

Course Material /Technology used/ Details Relevant to the course.

- Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions
- Attendants will also get the example files used during the course.
- All sessions will be accompanied by practical exercises on MS-Excel 2016 or higher.