107-P25-CE

In-Class

16 hours

Course Description:
Intermediate Microsoft Excel participants will advance their skill set by learning to work with advanced formulas, lists, and illustrations, as well as working with charts and advanced formatting including styles to a proficient level.

Target Audience:
This course is intended for intermediate users, professionals, students, and small business owners who want to enhance their existing Excel skills for tasks like data analysis and reporting.

Course Objectives:
- Apply advanced formulas to solve complex problems.
- Organize data efficiently using list management tools.
- Create visually engaging content using illustrations.
- Design data visualizations to interpret information.
- Format tables to enhance data presentation and usability.
- Implement advanced formatting to improve readability and clarity.

Course Outline:

Module 1: Advanced Formulas
- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT, RIGHT, and MID Functions
- Using Date Functions
- Creating Scenarios

Module 2: Working with Lists
- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Module 3: Working with Illustrations
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Module 4: Visualizing Your Data
- New Charts
- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects
- Create a Custom Chart Template

Module 5: Working with Tables
- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles

Module 6: Advanced Formatting
- Applying Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

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Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Upon Successful Completion of this Course, participants will obtain:
1. 3 CEUs

Course Language:
- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:
Satisfactory completion of Microsoft Excel Level I.

This program entitles you to attend:
Microsoft Excel® – Level III