Microsoft Excel Intermediate - Outline and Schedule

Prerequisite: Participants must have Basic knowledge of Excel (not for beginners)

Course Description
Excel is essential skill set required by many companies, from small organization to large corporations It is of utmost importance that users are able to manage data - statistics, planning, reporting efficiently. In this 1 day course - you will be learning the basic fundamentals to more advanced features of Excel.

Target Audience: This course is ideal for anyone who needs to maintain data within spreadsheet, be it accounts, customer information, Sales and Marketing, Administration, Procurement, Human Resources, Business Development and Engineering.

Learning Objectives:
Upon Completion of this course, students will be able to

- Easily organize data in multiple worksheets
- Understand the fundamentals of Excel formulas.
- Output final report on paper and PDF.
- Personalize Excel to suit your preferred working approach.
- Create complex formula to handle challenging tasks.
- Articulate the fundamental types of data and ways in handling them.
- Set a control to keep invalid data at bay.
- Automate cell styles whenever the data changes.

Methodology
Life practical hands-on sessions, 70% and 30% Theory. Students will have mastered with confidence subject matter, to be able to independently pursue subject matter by the end of class.

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Time	Subjects
9.00 -9.30 am	**1. Formulas and functions** ○ Text Functions ○ Date Calculation
9.30 -10.30 am	**2. Data Consolidate** ○ Consolidate data within same workbook ○ Consolidate data from multiple workbooks
10.30 -12.30 pm	**3. Data Validation** ○ Apply Data Validation ○ Types of validation criteria ○ Setting meaningful Alert Message ○ Provide friendly Input Message ○ Using Formula in validation ○ Creating Own Drop Down ○ Removing Data Validation
12.30 -1.00 pm	Exercise
1.00 -2.00 pm	Lunch
2.00 - 3.00 pm	**4. Database (table)** ○ Sorting Database List ○ Using the Text to Columns Feature ○ Using Advanced Filters
3.00 -4.00 pm	**5. Conditional Formatting** ○ Highlight Top 10 Numbers ○ Using Data Bar ○ Using Icons instead of numbers ○ Adding a Conditional Format ○ Changing a Conditional Format ○ Creating a Custom Format ○ Using Own Formula ○ Delete a Conditional Format
4.00 - 5.00 pm	Exercises

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