



Training Course	MS Excel Intermediate and advanced
Course Language	English
Course Duration	Total Number of hours 21 Hours
Course Objectives	<p>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.</p>
Course Content	<p>This course sets out advanced and intermediate skills that can be used to Improve productivity using a spreadsheet application.</p> <p>Formatting :- Cells and Worksheets</p> <p>Formulas and functions: - Using formulas and functions</p> <p>Charts :- Creating and formatting charts</p> <p>Analysis :- Using tables , Sorting and filtering , and Scenarios</p> <p>Validating and auditing :- Validating, Auditing</p> <p>Enhancing productivity:- Naming cells, Paste special, Linking, embedding and importing</p> <p>Concepts and statistical analysis:- Key concepts ,Statistical analysis</p> <p>Data set preparation :- Importing, shaping , and Filtering</p> <p>Data set summarization :- Pivot table data aggregation, Pivot table frequency analysis, Filtering pivot tables, Using pivot charts</p> <p>Data visualization:- Concepts and setup, Visualization, Publishing and sharing</p>



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.
 - 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.