

EXCEL- INTERMEDIATE



Corporate IT Course

LEARNING OUTCOMES

- Produce effective and professional graphs to present data clearly and visually.
- Sort and filter data efficiently to organise, locate, and analyse key information.
- Apply conditional formatting to automatically highlight important trends and values.
- Understand and use logical functions such as IF statements to perform conditional analysis.
- Work with advanced functions including SUMIF(), SUMIFS(), COUNTIF(), COUNTIFS(), and SUBTOTAL() to manage and calculate data dynamically.
- Create and use Pivot Tables to summarise, analyse, and report on large datasets quickly and effectively.

COURSE OVERVIEW

Take your Excel skills to the next level with this practical course designed for users familiar with the basics. Learn to create professional charts, apply conditional formatting, use logical and advanced functions like **SUMIFS** and **COUNTIFS**, manage and analyse data with sorting, filtering, and outlining, and build dynamic **Pivot Tables and Pivot Charts** for clear, actionable insights. By the end of the course, you'll confidently handle larger datasets, automate calculations, and present information professionally. **Prerequisites:** Delegates must have attended an Excel Introductory course or have an equivalent working knowledge of Excel.

TOPICS COVERED IN THIS COURSE

Course Overview

Refresh core Excel skills including formulas, functions, and formatting while preparing to explore more advanced data tools.

Charting and Data Visualization

Create and format charts with titles, legends, and styles. Embed charts in spreadsheets, redefine data sources, and use **Sparklines** for quick data insights.

Outlining and Data Organization

Use outlining to summarise large datasets. Collapse or expand data levels and select visible cells for focused reporting and charting.

Group Editing and Linking Data

Enter or update data across multiple sheets with **Group Edit** and **Fill Across Worksheets**. Create dynamic links to keep data connected and consistent.

Conditional Formatting

Apply conditional formatting to highlight trends, use top/bottom rules, and display data visually with icon sets and colour scales.

Logical and Advanced Functions

Work confidently with **IF**, **OR**, **AND**, and **NESTED IF** functions. Handle errors using **IFERROR** and simplify formulas with the **IFS** function.

Database Management and Analysis

Sort, filter, and extract data efficiently. Use advanced functions like **SUMIF**, **COUNTIF**, **MINIFS**, **MAXIFS**, and **SUBTOTAL** for deeper analysis.

Pivot Tables and Pivot Charts

Build and format Pivot Tables to summarise and analyse data. Create Pivot Charts and add **Slicers** and **Timelines** for interactive reporting.