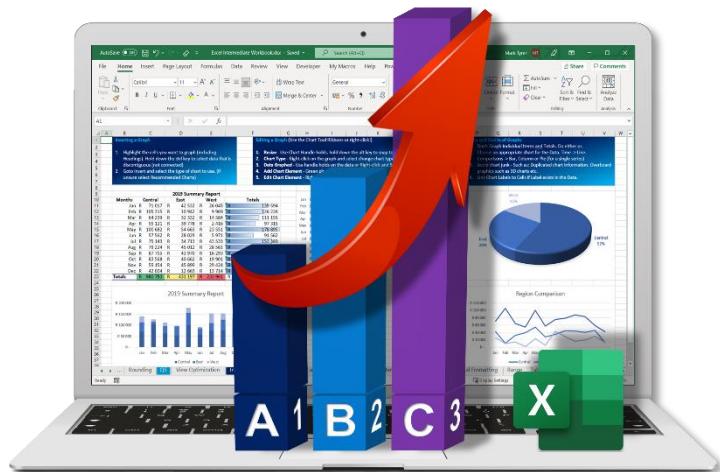


MS Excel Intermediate Course

Overview

This Intermediate course builds on the Basic Functions and Formulas covered in our Beginner Course and introduces you to new concepts such as Non-standard Series Generation, Absolute Cell References, Excel Tables and Charts.

A common thread throughout is an emphasis on best practices to Store, Organise and Manipulate your data, plus we look at the two popular advanced features of VLOOKUP and Pivot Tables.



Pre-requisites

To have attended or be familiar with the content of our Excel Beginner Course or score at least 12/30 on our [free online Pre-Assessment](#). If not, it is highly recommended that you sign up for our Combo Beginner / Intermediate course which will ensure that all foundational content is comprehensively covered.

Content Covered

✓ Key Essentials:

Looking at the difference between various Data Types and their default behaviour. The influence of Windows Regional settings on Data Formats and how to change them.

✓ Non-Standard Series Generation:

Looking at two different methods (Autofill and Formulas) to quickly generate a non-standard data series and highlight the advantages and disadvantages of both. A non-standard example could be a series of Weeks or a Number that increases by 10.

✓ Advanced Copy and Paste:

How to copy and paste just what you need, such as: Values or Formula, Number Formats, Column Widths or completely Transpose your data (switch Columns and Rows). We copy and paste all the time and the advanced version can save us endless hours of re-formatting.

✓ Formulas:

Recapping of the common formulas of Sum, Average, Count, Max and Min as well as the introduction to the IF statement to explain the best practices of entering an Excel Formula.

✓ **Cell Referencing:**

Implementing Excel's Golden Rule by using Absolute Cell References (\$A\$2) when Replicating Formula, and the alternative using a Named Cell. We will also look at referencing Cells across Worksheets and show you a neat trick of how to view 2 Worksheets from the same Workbook at the same time.

✓ **Rounding:**

Re-iterating the difference between Display Rounding and Actual Rounding, how to use the Round function to perform the latter and get our books to balance to the exact cent.

✓ **View Optimization:**

Optimizing ones Worksheet view by: Auto-resizing Column Widths, Zoom, Hide / Show various Excel components and Freeze Panes. We will also look at Data Grouping as an alternative to Hiding and Unhiding Rows and Columns.

✓ **Find and Replace:**

The best ways to leverage the power of this tool to find content and perform mass edits. We also make you aware of the hidden dangers that could potentially turn this great tool into your worst nightmare.

✓ **Sort and Filter:**

Emphasizing the importance of storing your data in a Tabular Range and some Tips and Tricks on how to fix incorrectly stored Data. **Sorting:** The difference between Quick and Multi Level sorting. **Filtering:** We'll recap the basics and then look at some Advanced Data Type Filters including filtering by Date component, Numerical Thresholds and even filtering by Colour.

✓ **Graphs:**

Simple ways to Create and Edit Graphs. Which Graph Types to use for which Data; Adding / Editing Graph components; creating Multiple Series Graphs, plus some fundamental Do's and Don'ts when creating Graphs.

✓ **Conditional Formatting:**

An introduction to Conditional Formatting as an alternative to graphs. Plus, the additional benefits such as picking out Duplicates or highlighting Values above or below a specific threshold.

✓ **Ranges v Tables:**

The many advantages of converting an Excel Range to a Table. Once you've seen this you will never look back.

✓ **Pivot Tables:**

The most effective way to analyse data in Excel. We show you the basics and the key things to be aware of when working with them.

✓ **VLOOKUP:**

An Advanced function but only second to AutoSum in popularity. We show you the basics and the most efficient way to use it.

✓ **Data Manipulation:**

Using Basic Text Formulas, Flash Fill and Text-to-Columns to Split and Merge Data. Plus, some key guidelines as to when best to use which method.

✓ **Keyboard Shortcuts:**

Over 40 Keyboard Shortcuts covered throughout the course to increase those efficiencies.

A printable 1-pager, of all these shortcuts and more, is provided with the follow-along Workbook.

What's included?

It's important to note that all methods of delivery, (i.e. Instructor-led onsite / online and Self-paced online), cover the exact same course content and include the following:

- ✓ A detailed follow-along Excel Workbook with Summary Notes
- ✓ Self-marking quick questions to test your progress as you learn
- ✓ Practical Tasks that will enable you to put your newly acquired Excel Skills into practice
- ✓ Course completion Certificates
- ✓ Lifetime access to course material and updates

Next step...

For further specific information for our various training options, such as pricing and course length etc, please use the relevant links below; or alternatively contact us on hello@summitsolutions.co.za or 086 167 3923.

- ✓ [Corporate Instructor-led Training \(Onsite or Online\)](#)
- ✓ [Self-paced Online Training](#)

Comments from course attendees



“The intermediate course was excellent with the amount of detail covered. Extensive skills transfer, broad knowledge base (and) excellent assistance where and when required.”

- SARVHAR, VNA CONSULTING

“The facilitator was well informed and could answer all questions. The course was very well structured and logically presented. It created an appetite for the advanced course.”

- MBALI, SPOORMAKER & PARTNERS

“Informative, value for money and useful to use personally and at work.
Excellent Training, Professional.”

- AUDREY, GLOBAL COLLATERAL CONTROL

“Was extremely informative and once used in the workplace will definitely assist in doing things quicker.”

- KARON, ENERGY PARTNERS HVAC & R (PTY) LTD

“As per yesterday's beginner course, I have taken a lot from the day. Very happy with the course and it fulfilled all my expectations. The facilitator was brilliant. Mark has the ability to get information through to you individually and explains each section thoroughly.”

- DIANA, INDIVIDUAL

excel (verb)

- be exceptionally good at or proficient in an activity or subject.

May this be the course that enables you to Excel...