

# **INTERMEDIATE EXCEL COURSE OUTLINE**

## **COURSE OBJECTIVE**

Microsoft Excel is the most commonly used spreadsheet application in the World today. It is a sine qua non Tool to all Professionals who want make an indelible mark in their chosen career. It is applicable in nearly all fields of human endeavours. Therefore, learning how to use Excel proficiently is an investment in both your personal and professional life. This course is designed for you to fit in both at the entering level and in a Managerial position of your organization.

Intermediate Microsoft Excel course is designed for participants who have used Excel before and who want to expand their knowledge. Improving formatting, organizing data, highlighting key information and creating formulas/links between sheets.

## **Prerequisites**

The prerequisite is a good and sound knowledge of Basic Excel. Working knowledge of creating/formatting simple spreadsheets, basic formulas and functions

## **Benefits**

### **At the end of the training participants will be able to**

- Quickly summaries multiple sheets of data into one
- Turn long lists and reports into easy-to-read tables
- Formulas to check whether cells pass or fail your rules
- Create links between cells so that they all update automatically
- Consolidate Data in Multiple sheets
- Protect your workbook
- Design chat and Dashboard
- Highlight targets, trends, duplicates and errors with Conditional Formatting
- Formatting and layout consistency by saving as a Template

## **DURATION OF COURSE: 2 days in our Office**

## **AMOUNT: N30,000.00**

## **Course Content**

1. Formatting of Table
2. Insert, Format Cell and Delete cell
3. Deleting of Multiple Cells
4. Recurring of Dates
5. Currency Symbol
6. Fraction
7. Date & Time Formatting
8. Percentage
9. Text Formatting
10. Number Formatting
11. Text Wrap & Merge
12. Conditional Formatting

13. Total & Subtotal
14. Filter & Sorting
15. Find & Replace
16. Gridlines
17. Split / Hide Sheet
18. Freeze Planes
19. linking of Cells and Worksheet
20. Data Consolidation
21. Sum IFS
22. Removal of Duplicate
23. Transposing Column to Rows
24. Insert Chart, Picture & Table
25. Cell & Sheet Protection
26. Workbook Protection
27. Comment
28. Cell Reference
29. Designing of Invoice & Receipt
30. Creating Hyperlink in Excel
31. Dashboard
32. Named Ranges,
33. Creating Easy Data Entry Forms in Excel
34. View (Page Break)/Printing