

COURSE OUTLINE
EXCEL 2 – INTERMEDIATE
Non-Credit Bearing

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| Duration | 1 Day |
| Pre-requisites | <p>Delegates must:</p> <ul style="list-style-type: none"> • Have completed both the Excel 365 Essentials Course OR <ul style="list-style-type: none"> ○ be able to create basic formulas (addition, subtraction, multiplication and division) ○ have an understanding of how to insert basic functions and which range to use in the function argument (AutoSum, Average, Max and Min) ○ have solid experience and practice in working with spreadsheets <p>DISCLAIMER: This is an Intermediate program. The above content will not be taught during this course. Basic formulas and functions are covered in our Essentials course.</p> |

An Intermediate user course in Excel is beneficial for individuals who have already mastered all the Essentials of Excel and want to take their skills to the next level.

People who are in, or aspire to, the following job functions/roles should consider taking an Intermediate Excel course:

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| Business Analysts | Business analysts often work with large datasets, perform complex data analysis, and create detailed reports. Advanced Excel skills, including pivot tables, data modelling, and advanced formulas, can greatly enhance their ability to analyse data effectively. |
| Financial Analysts | Financial analysts use Excel extensively for financial modelling, forecasting, and creating financial reports. Advanced Excel skills can help them build more complex financial models and perform sensitivity analysis. |
| Data Analysts and Data Scientists | Data professionals rely on Excel for data cleansing, transformation, and exploratory data analysis. Learning advanced Excel techniques can help them streamline data preparation tasks and gain deeper insights from their data. |
| Accountants and Auditors | Accountants and auditors can benefit from advanced Excel skills for tasks such as creating complex spreadsheets for financial statements, budgeting, and auditing financial records. |
| Project Managers | Project managers often use Excel for project scheduling, resource allocation, and budget tracking. Advanced Excel skills can help them create more sophisticated project management tools and analyse project data effectively. |
| Researchers and Academics | Researchers and academics in various fields use Excel for data analysis and visualisation. Advanced Excel skills can help them conduct more advanced statistical analysis and create compelling visualisations. |
| HR Professionals | HR professionals can use Excel to manage employee data, create HR reports, and analyse workforce metrics. Advanced Excel skills can make these tasks more efficient and informative. |
| Sales and Marketing Professionals | Sales and marketing professionals can use Excel for data analysis, sales forecasting, and marketing campaign tracking. Advanced Excel skills can help them make data-driven decisions and improve their strategies. |

One-day course 08:30am-16:00pm

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| Entrepreneurs and Small Business Owners | Excel is a valuable tool for small business owners and entrepreneurs for tasks like financial planning, inventory management, and business analysis. Advanced Excel skills can help them make informed decisions and manage their businesses more effectively. |
| Anyone Seeking Career Advancement | If you're looking to enhance your resume and increase your job prospects, advanced Excel skills are highly valued in many industries. Completing an advanced Excel course can give you a competitive edge in the job market. |

| TOPIC | WHAT WE WILL COVER |
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| Module 1: Fundamentals revisited | <ul style="list-style-type: none"> • BODMAS or BEDMAS • Absolute vs relative cell referencing • Basic functions |
| Module 2: Viewing and Organising Worksheet Data | <ul style="list-style-type: none"> • The zoom feature • Using freeze panes • Hiding rows and columns • Grouping data • Creating subtotals |
| Module 3: Working with Tables | <ul style="list-style-type: none"> • Creating a Table • Parts of a Table • Naming a Table • Navigating to a Table • Column Headers • Selecting an Entire Column • Selecting an Entire Row • Selecting an Entire Table • Adding a Total Row • Converting a Table Back to a Normal Range |
| Module 4: Sorting and Filtering Data | <ul style="list-style-type: none"> • Sorting Data • Filtering Data • Types of Filters • Wildcards |
| Module 5: Working with Dates | <ul style="list-style-type: none"> • Dates in Excel • Inserting and Formatting Dates • Entering Date Functions • Using Dates in Formulas • DATEDIF |

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| TOPIC | • WHAT WE WILL COVER |
|---|---|
| Module 6: Conditional Formulas and Formatting | <ul style="list-style-type: none"> • Conditional formatting • Applying conditional formatting • Using the manage rules option • Creating a conditional formatting rule • Removing conditional formatting |
| Module 7: Documenting and Auditing | <ul style="list-style-type: none"> • The formula auditing group • Tracing Precedents and Dependents • Finding and Resolving Circular References |
| Module 8: Printing Large Worksheets | <ul style="list-style-type: none"> • Print titles • Page break preview • Inserting a page break • Printing multiple sheets |
| BONUS MODULES TIME PERMITTING | WHAT WE WILL COVER |
| BONUS Module 1: Worksheet Protection | <ul style="list-style-type: none"> • Unlocking cells • Protecting your worksheets |
| BONUS Module 2: Using Templates | <ul style="list-style-type: none"> • Create a template • Using a template |
| Quick reference: Excel shortcuts | <ul style="list-style-type: none"> • Ctrl combination shortcut keys • Function keys • Other useful shortcut keys |

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