# EXCEL 2 - INTERMEDIATE

## *Non-Credit Bearing*

***Take your Excel skills to the next level with powerful tools for
data organisation, analysis, and automation***

Excel is an essential tool for professionals who work with data. If you've mastered the basics and want to increase your efficiency, this course will help you unlock Excel's more advanced functions. Learn how to organise large datasets, apply powerful formulas, and format spreadsheets for better clarity. Whether you're analysing business data, creating reports, or improving workflow efficiency, this course will give you the skills you need.

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.

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**PRE-REQUISITE**

Delegates must:

- have completed the **Excel 1 - Essentials** course **OR**
  - 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

**DISCLAIMER: This is an intermediate programme. The above content will not be taught during this course. Basic formulas and functions are covered in our Essentials course.**

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## WHO SHOULD ATTEND

Anyone who wants to take their Excel skills to the next level.
People who are in, or aspire to, the following job functions/roles:

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| **Accountants and Auditors** | Create complex spreadsheets for financial statements, budgeting, and auditing |
| **Project Managers** | Create sophisticated project management tools and analyse data effectively using Excel skills for scheduling, resource allocation, and budget tracking |
| **HR Professionals** | Manage employee data, create HR reports, and analyse workforce metrics with greater accuracy |
| **Entrepreneurs and Small Business Owners** | Enhance financial planning, inventory management, and business analytics with powerful Excel features |
| **Anyone Seeking Career Advancement** | Gain a competitive edge by mastering Excel skills that are highly valued across industries |

*One-day course 08:15am-16:00pm*
*Tel: (031) 267 1229*
*sales@kznbtc.co.za / www.kznbusinesstraining.co.za*

| TOPIC | WHAT WE WILL COVER |
|---|---|
| **Module 1:**<br>**Fundamentals Revisited** | • BODMAS or BEDMAS<br>• Absolute vs relative cell referencing<br>• Basic functions |
| **Module 2:**<br>**Viewing and Organising Spreadsheet Data** | • The zoom feature<br>• Using freeze panes<br>• Hiding rows and columns<br>• Grouping data<br>• Creating subtotals |
| **Module 3:**<br>**Working with Tables** | • Creating, naming and navigating tables<br>• Column headers<br>• Selecting an entire column, row or table<br>• Adding a total row<br>• Converting a table back to a normal range |
| **Module 4:**<br>**Sorting and Filtering Data** | • Sorting data<br>• Filtering data<br>• Types of filters<br>• Wildcards |
| **Module 5:**<br>**Working with Dates** | • Dates in Excel<br>• Inserting and formatting dates<br>• Entering date functions<br>• Using dates in formulas<br>• DATEDIF |
| **Module 6:**<br>**Conditional Formatting** | • Applying conditional formatting<br>• Using the manage rules option<br>• Creating a conditional formatting rule<br>• Removing conditional formatting |
| **Module 7:**<br>**Documenting and Auditing** | • Tracing errors in a formula using the formula auditing group<br>• Tracing precedents and dependents<br>• Finding and resolving circular references |
| **Module 8:**<br>**Printing Large Worksheets** | • Print titles<br>• Page break preview<br>• Inserting a page break<br>• Printing multiple sheets |
| **BONUS MODULES**<br>**TIME PERMITTING** | **WHAT WE WILL COVER** |
| **BONUS Module 1:**<br>**Worksheet Protection** | • Unlocking cells<br>• Protecting your worksheets |
| **BONUS Module 2:**<br>**Creating Templates** | • Access and use Excel's in-built templates<br>• Create, modify and use custom templates |