Course Outline
Microsoft Excel - Intermediate

Duration	**6 hours** - (Can be Delivered over **Two – 3 Hour Sessions** or **One – 6 hour Session**)
Audience	Excel users who understand the basics and want to work more confidently and efficiently with formulas, Tables, data lists, charts and everyday reporting tasks.
Pre-Requisites	A basic working knowledge of Excel, including entering and formatting data, navigating worksheets and creating simple formulas.
Delivery	Live virtual, with demonstrations, guided practice, discussion and supplied exercise files.
Group Size	Recommended maximum: 10 participants for an interactive session

Course objective
Build confidence and develop the practical Excel skills needed to organise data, create reliable formulas, control data entry, highlight important information and present results clearly. Participants will learn time-saving techniques they can apply immediately to everyday spreadsheets and reports. .

Learning Outcomes

- Use Excel Tables to organise, filter and calculate data.
- Create formulas using relative and absolute references.
- Apply common statistical, logical, date and text functions.
- Control data entry with validation and highlight information with conditional formatting.
- Sort, filter, present and print larger worksheets effectively.
- Create and format charts and protect important worksheet content.

Module 1: Working More Efficiently in Excel

- Navigation and selection shortcuts
- Freeze Panes
- Multiple windows
- Quick Access Toolbar
- Find & Replace
- Go To Special
- Flash Fill

Module 2: Excel Tables & Managing Data

- Create and format Tables
- Structured references
- Table formulas
- Sort and filter
- Remove duplicates
- Total Row
- Slicers
- Set Print Area
- Repeat Print Titles
- Scale to fit
- Add headers, footers and page numbers

Module 3: Building Reliable Formulas

- Calculations
- Percentages
- Relative/Absolute/Mixed references
- Named Ranges
- MIN, MAX, AVERAGE
- COUNT, COUNTA, COUNTBLANK
- SUBTOTAL

Module 4: Intermediate Functions

Lookup & Reference

- XLOOKUP

Logical

- IF
- SUMIF
- COUNTIF
- IFERROR

Dates

- TODAY/NOW
- DATE/DAYS/WORKDAYS
- DATEDIF

Text

- LEFT, RIGHT, MID
- TEXTBEFORE/TEXTAFTER
- TEXTSPLIT
- CONCAT / &

Module 5: Controlling & Highlighting Data

Data Validation

- Drop-down lists
- Restrict numbers/dates/text
- Input messages
- Error alerts

Conditional Formatting

- Highlight Cells rules
- Top/Bottom
- Data Bars
- Colour Scales
- Icon Sets
- Heat maps
- Manage Rules

Module 6: Presenting & Reporting Data

- Charts
- Recommended Charts
- Basic PivotTable introduction
- Printing larger worksheets
- Linking charts to Word/PowerPoint