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HRD awards 2022

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TRAINING PROVIDER

Microsoft Excel - Intermediate Level

14 hours ZOOM & PHYSICAL Program

HYBRID TRAINING
13 & 14 May 2025 (Tue & Wed)

Remote Online Training (Zoom) &
OTC TRAINING CENTRE SDN BHD-SUBANG ,SELANGOR (Physical)
** Choose either Zoom OR Physical Session

Description

In this course, you will learn how to link workbooks and worksheets, work with range names, sort and filter range data, and analyze and organize with tables. You will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, you will also understand PivotTables, PivotCharts, and slicers.

Objectives

⇒ Learn the building blocks of Intermediate Excel functionality.
⇒ Link Workbooks and Worksheets.
⇒ Work with Range Names and Sort and Filter Range Data.
⇒ Analyze and Organize with Tables.
⇒ Use Conditional Formatting and Display Data Graphically.
⇒ Outline with Subtotals and Groups.
⇒ Understand PivotTables, PivotCharts, and Slicers

Who this course is for?

Those wishing to increase their knowledge of Excel to create more in-depth worksheets and improve the presentation of data.

Requirements

⇒ A working knowledge of creating/formatting simple spreadsheets, basic formulas and functions
⇒ Excel Introduction course or equivalent knowledge or experience.

1. Linking Workbooks and Worksheets
    1.1 Linking Workbooks and Worksheets
    1.2 Linking Worksheets with 3D References
    1.3 Understanding the Consolidate Feature

2. Working with Range Names
    2.1 Using the Name Box and Define Name
    2.2 Using Create from Selection

3. Sorting and Filtering Range Data
    3.1 Differences Between Sorting and Filtering
    3.2 Sorting Lists
    3.3 Filtering Lists
    3.4 Creating Subtotals

4. Analyzing and Organizing with Tables
    4.1 Creating Tables and Understand the Benefits
    4.2 Understanding the Elements of a Table
    4.3 Formatting a Table
    4.4 Sorting and Filtering Tables
    4.5 Filtering with Slicers
    4.6 Calculating with Tables

5. Using Conditional Formatting
    5.1 Highlight Cells and Top Bottom Rules
    5.2 Data Bars, Icon Sets, and Color Scales
    5.3 Using Custom Fonts and Colors
    5.4 Using Custom Conditional Formatting
    5.5 Modifying or Removing Conditional Formatting

6. Displaying Data Graphically
    6.1 Creating Charts
    6.2 Understanding Chart Elements
    6.3 Formatting Charts
    6.4 Creating Dual Axis Charts
    6.5 Creating a Chart Template
    6.6 Displaying Trends with Slicers

7. Understanding PivotTables, PivotCharts and Slicers
    7.1 Creating a PivotTable
    7.2 Working with PivotTable Fields Pane
    7.3 Formatting PivotTable
    7.4 Creating a PivotChart
    7.5 Formatting PivotChart
    7.6 Using Slicers and Timeline Slicers