

## AIMS

To be able to use some basic and intermediate features in Microsoft Excel

## DURATION

Full Day Course (6 Hours)

## LEARNING OUTCOMES

By the end of this course you will:

- Understand the basic features of Excel
- Know how to navigate through, add edit and delete Worksheets
- Know how to Filter data, Sort on multiple fields
- Understand how to use common Conditional Formatting tools
- Know how to add and edit rules relating to Conditional Formatting
- Know ways to remove duplicate data (de-duping)
- Understand how to use HLOOKUP, VLOOKUP and XLOOKUP Functions
- Be able to use SUMIF, AVERAGEIF, COUNTIF and related functions
- Know how to present data using Pivot Tables
- Be able to present data effectively using Charts and Graphs
- Be able to use functions to trim and combine data
- Be able to integrate Excel worksheets with other Office products

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## LESSONS AND TOPICS

### Excel Basics

- What is Excel?
- Form and structure of worksheets
- Tools for autocompletion

### Intermediate Features

- Filtering tools
- Sorting on multiple fields
- Conditional formatting
- Conditional Formatting rules
- Drop Down boxes
- CSV and other formats
- Delimiting Characters for Imported data

### More Advanced Functions

- De-Duping
- HLOOKUP, VLOOKUP and XLOOKUP
- SUMIF, AVERAGIF, COUNTIF and related functions
- Combining and Trimming data

### Presenting Data

- Pivot Tables
- Charts and Graphs
- Integrating with other Office products