Duration: 1 Day delivered as 3 hours x 2 modules.

who is it for: Anyone who wishes to develop their Excel skills from a Fundamental level. Topics will be demonstrated by the trainer after attendees will be given practice examples(s).

Assumed Knowledge: Delegates need to be familiar with the basics of Excel and specifically those included in our Excel Fundamental modules and also be familiar with topics in Intermediate Level 1 modules 1 and 2.

what is it about The first 3-hour session of Intermediate Level 2 will develop formulas and work with data lists. The second 3-hour session will cover Basic Pivot tables, charting and comments. Below shows in more detail the topics.

**Intermediate Excel - Online Training Level 2 module 1 (3 hours)**

**1.5 hours**

**Developing Formulae Functions** Including

* Left, Right, Mid, FIND, LEN
* ISBLANK ISERROR ISERR IFERROR
* Nesting IF WITH AND, OR, ISBLANK, ISERROR

**Break 15 minutes**

**1.5 hours**

* Rounding – Round, Roundup, Roundown, Integer

**Essential List and Data Management**

* Including - Advanced Filter, Adding Subtotals, Group and Outline, Data Validation

**Intermediate Excel - Online Training Level 2 part 2 (3 hours total)**

**1.5 hours**

**Developing Formulae Functions** continuing

* Vertical Lookup (Vlookup)
* Horizontal Lookup (Hlookup)

**Basic Pivot Tables**

**Importing non-Excel files**

* Text to Columns – splitting data

**Break 15 minutes**

**1.5 hours**

**Creating a Forecast Sheet**

* Using historical and time based data
* **Adding and Editing comments**

**SmartArt**

* Creating flowcharts

**Charts/Graphs Advanced Techniques**

* Including Saving Charts as Templates, Setting Chart as Default, Trendlines
* Using Sparklines (Line, Column, Win/Loss)