



# MICROSOFT EXCEL

## INTERMEDIATE



## Excel Intermediate Course Outline

Excel intermediate is for people who already work comfortably with Excel (can modify worksheets and create simple formulas) but want to start working more efficiently, using a broader selection of tools and harnessing Excel's automation capabilities. In this course we will explore a broad range of Excel functions for cleaning and transforming data, we'll use conditional formatting to identify trends and anomalies as well as conditional logic. We will unpack the VLOOKUP and XLOOKUP functions and finish off with looking at how we can analyse data with pivot tables and produce interactive dashboards with pivot charts and slicers.

### Clean and Transform Data with Text and Date Functions

- Calculations for joining and splitting text
- Changing case and removing unwanted characters
- Performing calculations with dates

### Conditional Formatting

- Identifying trends, thresholds, anomalies, and specific ranges with conditional formatting
- Managing and modifying conditional formats
- Interactive conditional formats using formulas

### Logical Functions

- Using the IF function to perform conditional logic
- Nested IFs
- AND and OR functions

### Tables

- Creating and customising tables
- Sorting and Filtering table data
- Automating processes with tables

### Lookup Functions

- VLOOKUP range lookup
- VLOOKUP exact match
- XLOOKUP (version permitting)

### Pivot Tables, Pivot Charts & Dashboards

- Creating and modifying pivot tables
- Adjusting the calculation methods
- Sorting, filtering, and grouping in pivots
- Formatting Pivots
- Creating and customising pivot charts
- Dashboards and slicers