

# Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

## Microsoft Excel (Level 2)

### Course Overview

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

This course builds upon the foundational Microsoft Excel knowledge and skills delegates have already acquired and sets on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

Delegates will learn more about Microsoft Excel, including how to create advanced formulas and organise data into tables.

Delegates will discover the power of PivotTables, Pivot Charts and how Slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea, asking data questions and using Microsoft Excel to find the answers.

### Target Audience

Delegates who have completed the Microsoft Excel (Level 1) course or Delegates with prior Microsoft Excel knowledge.

### Prerequisites

To ensure success, Delegates will need to have a comfort level with the basic skills of Microsoft Excel such as entering data, working with data, using functions, and working with formulas.

### Duration

- 2 Days



## Course Outline

### Module 1: Working with functions

- Work with ranges.
- Use specialized functions.
- Work with logical functions.
- Work with date and time functions.
- Work with text functions.

### Module 2: Working with lists

- Sort data.
- Filter data.
- Query data with database functions.
- Outline and subtotal data.

### Module 3: Analysing data

- Create and modify tables.
- Analyse data by using lookup.
- Apply intermediate conditional formatting.
- Apply advanced conditional formatting.

### Module 4: Visualizing data with charts

- Create charts.
- Modify and format charts.
- Use advanced chart features.

### Module 5: Analysing data with pivotable and pivot charts

- Create a pivotable.
- Analyze pivotable data.
- Present data with pivot charts.
- Filter data by using timelines and slicers.