



*Training Course:
Microsoft Excel – Intermediate Level*

*31 March - 4 April 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Microsoft Excel – Intermediate Level

Training Course code: IT235601 From: 31 March - 4 April 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 6000 – Euro

Introduction

This Microsoft Excel Intermediate Level training program is meticulously designed by Global Horizon Training Center to enhance participants' proficiency in using Excel for various business and operational needs. Excel is a powerful tool for data analysis, reporting, and decision-making, and this course will bridge the gap between basic and advanced Excel skills. Participants will learn to create more complex spreadsheets, analyze data efficiently, and use Excel functions to optimize performance in their respective roles.

Objectives

By the end of this course, participants will be able to:

- Apply intermediate Excel functions to streamline data analysis and reporting.
- Utilize logical and lookup functions to enhance data management.
- Develop dynamic reports using PivotTables and PivotCharts.
- Manage large datasets effectively through sorting, filtering, and advanced formatting techniques.
- Employ conditional formatting and data validation to maintain data accuracy.
- Create and edit advanced charts for better data visualization.

Course Methodology

The course will be delivered through a combination of interactive lectures, hands-on exercises, real-life case studies, and group discussions. Participants will engage in step-by-step practice sessions to apply the skills learned during the course. Each participant will have access to a computer to work on practical exercises in real time.

Organizational Impact

Upon completing this course, participants will contribute to their organization by:

- Enhancing data analysis accuracy and efficiency.
- Streamlining reporting processes, saving time and resources.
- Reducing errors in data handling and improving overall data management.
- Supporting decision-making with more insightful, data-driven reports.

- Increasing productivity through a higher proficiency in Excel tools.

Target Audience

This course is designed for professionals who already possess basic Excel knowledge and wish to enhance their skills to an intermediate level. It is ideal for:

- Administrative assistants
- Data analysts
- Finance professionals
- Project managers
- Business analysts
- Any employee who uses Excel regularly and wants to improve their efficiency and capabilities

Outlines

Day 1: Enhancing Data Management Skills

- Introduction to intermediate Excel features
- Advanced cell formatting techniques
- Managing large datasets with sorting and filtering
- Creating and editing custom lists
- Using Excel tables for better data organization
- Conditional formatting based on formulas

Day 2: Logical Functions and Data Analysis

- Introduction to logical functions IF, AND, OR, and nested IFs
- Working with lookup functions VLOOKUP, HLOOKUP, INDEX, and MATCH
- Using named ranges to simplify formulas
- Creating complex formulas and troubleshooting errors
- Applying data validation rules for consistent data entry

Day 3: PivotTables and PivotCharts for Dynamic Reporting

- Introduction to PivotTables and PivotCharts
- Creating and formatting PivotTables for dynamic data analysis
- Grouping and summarizing data in PivotTables
- Filtering data within PivotTables
- Creating PivotCharts for enhanced data visualization
- Advanced PivotTable features calculated fields, slicers, timelines

Day 4: Advanced Charting Techniques

- Creating and formatting professional charts column, bar, line, pie, etc.
- Editing and customizing charts titles, legends, axis labels
- Working with dual-axis charts for comparing data series
- Using sparklines for data trends in cells
- Automating charts with dynamic ranges

Day 5: Automating Tasks and Improving Efficiency

- Introduction to Excel macros for task automation
- Recording and running macros to automate repetitive tasks
- Introduction to basic VBA Visual Basic for Applications
- Using Excel's auditing tools to track formulas and troubleshoot errors
- Best practices for managing workbooks, sheets, and data integrity
- Final case study: Creating a dynamic, data-driven report using the learned techniques

Registration form on the Training Course: Microsoft Excel ◻ Intermediate Level

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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