



MICROSOFT TRAINING

Excel Certification By Microsoft

Master Excel's intermediate features and earn your Microsoft certification to boost your data analysis and reporting skills.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

Unlock your full potential in data management and analysis with the Microsoft Excel Intermediate Certification offered by Computer Pride. This rigorous 2-hour program is meticulously designed for individuals who possess foundational Excel knowledge and are eager to elevate their proficiency to an intermediate level, mastering the tools necessary for sophisticated data handling, robust reporting, and insightful decision-making. Leveraging Microsoft's industry-standard technologies, this certification validates your ability to tackle complex spreadsheets with confidence and efficiency. Throughout this intensive course, you will delve into advanced formulas, powerful data visualization techniques, and essential data analysis tools that are critical in today's data-driven professional landscape. Key areas include mastering advanced functions like VLOOKUP and INDEX/MATCH, creating dynamic PivotTables and PivotCharts for summary reporting, implementing conditional formatting for visual data interpretation, and utilizing data validation for input control. This curriculum is engineered to transform your raw data into actionable intelligence, enhancing your problem-solving capabilities across various business functions. Earning this Microsoft Excel Intermediate Certification significantly boosts your professional credibility and marketability. It demonstrates to employers your commitment to mastering essential business software and your capacity to contribute meaningfully to data-centric projects. Graduates will be equipped to streamline workflows, generate compelling reports, and provide data-backed insights, positioning them for success in roles that demand analytical prowess and efficient data management.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 **Module 1: Advanced Formula Application**
 - Conditional Logic Functions (IF, AND, OR, IFERROR)
 - Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP basics, INDEX/MATCH)
 - Text and Date Functions (CONCATENATE, LEFT, RIGHT, MID, DATE, DATEDIF)
 - Named Ranges for formula efficiency
- 02 **Module 2: Robust Data Management & Validation**
 - Data Validation Rules and Custom Criteria
 - Text-to-Columns and Remove Duplicates
 - Data Grouping and Subtotals
 - Working with Tables (Structuring and Referencing)
- 03 **Module 3: Dynamic Data Analysis with PivotTables**
 - Creating and Customizing PivotTables
 - Adding Slicers and Timelines for interactive filtering
 - Building PivotCharts for visual summaries
 - Calculated Fields and Items within PivotTables
- 04 **Module 4: Advanced Data Visualization & What-If Analysis**
 - Advanced Chart Types (Combo Charts, Sparklines)
 - Conditional Formatting for visual insights (Icon Sets, Data Bars, Color Scales)
 - Goal Seek and Scenario Manager for decision-making
 - Protecting Worksheets and Workbooks

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Operations Analyst**
- > **Junior Financial Modeler**
- > **Marketing Data Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What specific career advantages does this Microsoft Excel Intermediate Certification provide in the Kenyan job market?

This certification significantly enhances your appeal to employers in roles requiring strong data analysis and reporting skills. It demonstrates a validated ability to handle complex datasets, create insightful reports, and contribute to data-driven decision-making, which is highly sought after in sectors like finance, marketing, logistics, and business administration. It can open doors to positions such as Business Operations Analyst, Junior Financial Modeler, or Marketing Data Specialist, where efficient data handling is crucial for success.

Q: What prior Excel knowledge is recommended to successfully complete this intermediate certification course?

To fully benefit from this intermediate course, participants should have a solid foundation in basic Excel functionalities. This includes proficiency in navigating the Excel interface, understanding basic formulas (SUM, AVERAGE, COUNT), creating simple charts, and managing basic datasets. While not strictly mandatory, prior exposure to logical functions and basic data sorting/filtering will allow for a smoother learning experience as the course quickly progresses to more advanced topics.

Q: Beyond basic formulas, what advanced data manipulation and reporting techniques will I master through this certification?

This certification moves beyond basic formula application to empower you with sophisticated data manipulation and reporting techniques. You will master advanced lookup functions like INDEX/MATCH, create interactive dashboards using PivotTables and Slicers, apply complex conditional formatting rules for visual data interpretation, and utilize data validation to maintain data integrity. Furthermore, you'll gain skills in "What-If Analysis" tools like Goal Seek, enabling you to model different scenarios and inform strategic decisions with data.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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