



MICROSOFT TRAINING

Intermediate Microsoft Excel Language Course

Enhance your data analysis skills with our Intermediate Microsoft Excel Language course. Master advanced functions and automate tasks efficiently.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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

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COURSE OVERVIEW

This Intermediate Microsoft Excel Language Course is meticulously designed for professionals who have a foundational understanding of Excel and are eager to elevate their data manipulation and analysis capabilities. Over two intensive hours, you will delve deeper into Excel's powerful formula language, unlocking advanced functions and techniques that transform raw data into actionable insights. This course focuses on mastering logical functions, advanced lookup capabilities, text manipulation, and efficient data organization, enabling you to build more robust, dynamic, and error-free spreadsheets. You will gain proficiency in using Excel's extensive function library to solve complex business problems, automate repetitive tasks, and perform sophisticated data analysis. By the end of this training, you will be equipped to handle larger datasets with confidence, create advanced reports, and make data-driven decisions more effectively. This certification is a critical step for anyone looking to become a power user of Excel, significantly boosting productivity and analytical prowess in their professional role.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Review of Essential Functions and Cell Referencing

- Revisiting absolute, relative, and mixed cell references
- Understanding named ranges for formulas
- Introduction to array formulas (basics)

02 Module 2: Advanced Logical and Conditional Functions

- Mastering IF statements and nested IFs
- Using AND, OR, and NOT functions in conjunction with IF
- Applying SUMIFS, COUNTIFS, and AVERAGEIFS for conditional aggregation

03 Module 3: Powerful Lookup and Reference Functions

- Deep dive into VLOOKUP and HLOOKUP with exact and approximate matches
- Exploring INDEX and MATCH for more flexible lookups
- Introduction to XLOOKUP for modern lookup solutions
- Using CHOOSE and OFFSET for dynamic data referencing

04 Module 4: Text Manipulation and Date/Time Functions

- Working with LEFT, RIGHT, MID, FIND, and SEARCH for text extraction
- Using CONCATENATE, TEXTJOIN, and & operator for text combination
- Formatting text with UPPER, LOWER, PROPER, and TRIM
- Calculating with DATE, DATEDIF, NETWORKDAYS, and TODAY/NOW

05 Module 5: Data Validation and Error Handling

- Implementing data validation rules for data integrity
- Creating custom data validation formulas
- Using IFERROR and IFNA for robust error handling in formulas
- Troubleshooting common Excel formula errors

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Financial Analyst Assistant**
- > **Business Operations Coordinator**
- > **Marketing Data Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What are the prerequisites for enrolling in this Intermediate Microsoft Excel Language Course?

To get the most out of this course, participants should have a foundational understanding of Microsoft Excel. This includes familiarity with basic spreadsheet navigation, entering and editing data, using simple formulas (like SUM, AVERAGE, MIN, MAX), and basic formatting. A prior introductory Excel course or equivalent practical experience is highly recommended.

Q: How will mastering intermediate Excel functions directly benefit my daily tasks and reporting?

Mastering intermediate Excel functions will significantly streamline your daily tasks by enabling you to automate data lookups, perform complex conditional calculations, and validate data efficiently. You will be able to create more dynamic and error-proof reports, consolidate data from multiple sources, and analyze information with greater depth, leading to quicker insights and more reliable decision-making in your role.

Q: What specific types of advanced analysis can I perform after completing this course?

Upon completion, you will be able to perform advanced data consolidation using lookup functions, conduct detailed conditional analysis with SUMIFS/COUNTIFS, and build robust financial models or operational dashboards using nested logical functions. You'll also be proficient in cleaning and transforming text-based data for reporting and managing data integrity through advanced validation techniques, setting a strong foundation for further specialization in data analytics.

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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