



MICROSOFT TRAINING

Microsoft Excel Certification Course

Master intermediate Microsoft Excel functions, data analysis, and reporting to earn your Excel certification and enhance efficiency.

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 Certification Course from Computer Pride is meticulously designed to elevate your spreadsheet proficiency beyond basic functions, empowering you to manage, analyze, and visualize data with unparalleled efficiency. You will dive deep into powerful Excel features, including advanced formulas, data validation, pivot tables, and sophisticated charting techniques, transforming raw data into actionable insights. This certification is crucial for professionals across various industries who seek to enhance their data handling capabilities and make informed decisions.

Upon completion, you will possess the skills to automate routine tasks, perform complex data analysis, and present your findings clearly and persuasively. The course not only focuses on theoretical understanding but also emphasizes hands-on application, ensuring you can immediately apply your new knowledge in real-world scenarios. Achieving this Microsoft Excel certification demonstrates your commitment to data literacy and your ability to leverage one of the most ubiquitous business tools to drive productivity and strategic growth within any organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 Module 1: Advanced Formulae and Functions**
 - Nested Functions (IF, AND, OR)
 - Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)
 - Text Functions (LEFT, RIGHT, MID, CONCATENATE)
 - Date & Time Functions (EDATE, WORKDAY, NETWORKDAYS)
 - Logical and Information Functions (ISBLANK, IFERROR)
- 02 Module 2: Data Management and Validation**
 - Data Validation Rules and Custom Formulas
 - Conditional Formatting for Data Visualization
 - Removing Duplicates and Consolidating Data
 - Text to Columns and Flash Fill
 - Grouping and Ungrouping Data
- 03 Module 3: Pivot Tables and Pivot Charts for Data Analysis**
 - Creating and Customizing Pivot Tables
 - Applying Filters and Slicers in Pivot Tables
 - Using Calculated Fields and Items
 - Creating Dynamic Pivot Charts
 - Analyzing Data Trends with Pivot Tables
- 04 Module 4: Advanced Charting and Visualization**
 - Creating Combination Charts and Sparklines
 - Customizing Chart Elements and Styles
 - Dynamic Chart Ranges with OFFSET and Named Ranges
 - Introduction to Infographics in Excel
 - Preparing Data for Effective Visual Storytelling

05 Module 5: What-If Analysis and Goal Seek

- Using Scenario Manager for Different Inputs
- Performing Goal Seek Analysis
- Data Tables for Sensitivity Analysis
- Solver Add-in Introduction (Basic Optimization)
- Forecasting with Trendlines and Forecast Sheet

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Junior Data Analyst**
- > **Financial Planning & Analysis (FP&A) Assistant**
- > **Business Operations Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: What foundational Excel knowledge is recommended before enrolling in this Intermediate Microsoft Excel Certification Course?

To get the most out of this intermediate course, it is highly recommended that you have a solid understanding of basic Excel operations, including data entry, creating simple formulas (SUM, AVERAGE), basic formatting, and navigating worksheets. Prior experience with functions like SUMIF or COUNTIF would be beneficial but not strictly required, as we build upon these concepts.

Q: How will this intermediate Excel certification specifically enhance my ability to analyze financial data in a professional setting?

This course will equip you with advanced skills crucial for financial analysis, such as mastering VLOOKUP/XLOOKUP for data retrieval, building dynamic financial models using advanced logical functions, and creating compelling financial reports with pivot tables and sophisticated charts. You'll learn to perform 'what-if' analysis to evaluate financial scenarios and make data-driven recommendations, significantly boosting your value in roles like financial planning or accounting.

Q: Beyond formulas and charts, what practical skills will I gain to automate and streamline my daily Excel tasks?

You will gain practical skills in data validation to ensure data integrity, use conditional formatting for quick identification of key data points, and learn how to effectively use features like Text to Columns and Flash Fill for rapid data manipulation. The course also introduces concepts around efficient data organization and the use of tools like Power Query (briefly) to import and transform data, setting the stage for more advanced automation and reporting efficiencies.

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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