



MICROSOFT TRAINING

Microsoft Excel Course

Elevate your data analysis skills. Master advanced Excel formulas, pivot tables, and data visualization to boost productivity and make smarter decisions.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This Intermediate Microsoft Excel Course is meticulously designed to elevate your spreadsheet proficiency, moving beyond basic data entry to powerful data analysis and reporting. Over two intensive hours, you will dive into essential Excel functionalities that empower you to manage, manipulate, and visualize data with confidence and efficiency. You'll master features such as advanced formulas, robust data organization strategies including data validation, and foundational techniques for dynamic reporting, laying a solid foundation for more complex data tasks.

By completing this course, you will significantly enhance your productivity and analytical capabilities, making you an invaluable asset in any data-driven role. The skills acquired will enable you to create professional reports, perform insightful analysis, and automate routine tasks, ultimately saving time and improving decision-making within your organization. This certification from Computer Pride signifies your readiness to tackle intermediate-level data challenges using the industry-standard Microsoft Excel software.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Data Management Techniques

- Advanced Sorting and Filtering Options
- Implementing Data Validation Rules
- Applying Conditional Formatting for Data Insights
- Removing Duplicate Entries Efficiently
- Working with Named Ranges

02 Module 2: Essential Intermediate Formulas & Functions

- Logical Functions: IF, AND, OR
- Lookup Functions: VLOOKUP (Exact Match)
- Text Functions: LEFT, RIGHT, MID, CONCATENATE/&
- Date & Time Functions: TODAY, NOW, DATEDIF (Introduction)

03 Module 3: Introduction to Data Analysis & Reporting

- Creating and Customizing Advanced Charts
- Introduction to PivotTables for Data Summarization
- Generating Basic PivotCharts
- Using Slicers for Interactive Filtering (Overview)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Data Entry Specialist (Advanced)**
- > **Administrative Assistant (Enhanced Reporting)**

> Junior Business Analyst

FREQUENTLY ASKED QUESTIONS

Q: What specific data analysis skills will I gain that are immediately applicable in a business setting after this 2-hour course?

Upon completion, you will be able to perform sophisticated data sorting and filtering, apply advanced conditional formatting for quick insights, use powerful functions like VLOOKUP and logical IF statements for data manipulation, and create basic PivotTables and interactive charts to summarize and visualize data, all crucial for immediate business reporting and analysis.

Q: Is prior Excel knowledge required for this Intermediate Microsoft Excel Course?

Yes, this course assumes you have a foundational understanding of Excel, including basic navigation, simple formula creation (e.g., SUM, AVERAGE), and data entry. It is designed to build upon these basic skills, taking you to an intermediate level of proficiency rather than starting from scratch.

Q: How does mastering intermediate Excel skills like data validation and PivotTables enhance my career prospects in administrative or data-focused roles?

Proficiency in intermediate Excel features like data validation ensures data accuracy and consistency, reducing errors in your work. Mastering PivotTables allows for rapid summarization and analysis of large datasets, transforming raw data into actionable insights. These skills significantly boost your efficiency, problem-solving capabilities, and ability to generate professional reports, making you a more valuable asset in roles requiring strong organizational, reporting, and analytical prowess.

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.

Location

1st Flr, ICEA Building

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

Kenyatta Ave, Nairobi

www.computer-pride.co.ke