



MICROSOFT TRAINING

# Microsoft Excel Courses

*Enhance your data analysis with Microsoft Excel. Master advanced functions, pivot tables, and data visualization for smarter insights.*

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DURATION

**2 hours**

LEVEL

**Intermediate**

FORMAT

**Instructor-Led**

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

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | [www.computer-pride.co.ke](http://www.computer-pride.co.ke)

## COURSE OVERVIEW

Unlock the full potential of Microsoft Excel with our Intermediate Excel Courses, specifically designed for professionals seeking to elevate their data management and analysis capabilities. This comprehensive program moves beyond the basics, diving into sophisticated functions, advanced data visualization techniques, and efficient data handling strategies. You'll master essential tools within Excel, transforming raw data into actionable insights and robust reports.

By completing this 2-hour intensive course, you will gain a significant competitive edge in today's data-driven professional landscape. The skills acquired will empower you to automate tasks, build dynamic dashboards, analyze complex datasets with confidence, and present your findings with clarity and impact. Whether you're aiming to streamline operations, enhance financial reporting, or improve strategic decision-making, this course provides the practical expertise needed to excel in diverse business environments and drive efficiency across your organization.

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|----------|--------------|
| Duration | 2 hours      |
| Level    | Intermediate |
| Vendor   | Microsoft    |

## COURSE CURRICULUM

### 01 Module 1: Advanced Formulae and Functions

- Logical Functions (IF, AND, OR, IFERROR)
- Lookup & Reference Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)
- Text Functions (LEFT, RIGHT, MID, CONCATENATE, FIND, REPLACE)
- Date & Time Functions (TODAY, NOW, DATEDIF, NETWORKDAYS)
- Statistical Functions (COUNTIFS, SUMIFS, AVERAGEIFS)

### 02 Module 2: Data Management and Analysis Tools

- Data Validation (List, Number, Date, Custom Formulas)
- Conditional Formatting (Highlighting Rules, Top/Bottom Rules, Icon Sets, Data Bars)
- Sorting and Filtering (Advanced Filters, Custom Sorts, Multi-level Sorts)
- Remove Duplicates and Text to Columns
- Flash Fill and Quick Analysis Tools

### 03 Module 3: Visualizing Data for Impact

- Advanced Chart Types (Combo Charts, Sparklines, Treemap, Sunburst)
- Chart Customization and Formatting (Chart Elements, Styles, Layouts)
- Creating Dynamic Charts with Named Ranges and Form Controls
- Introduction to PivotTables and PivotCharts (Basic Setup and Fields)
- Slicers and Timelines for Interactive Data Filtering

### 04 Module 4: Collaboration and Data Protection

- Protecting Worksheets and Workbooks (Password Protection)
- Sharing Workbooks for Collaboration
- Track Changes and Comments
- Linking Worksheets and External Workbooks
- Printing and Page Setup Options

## CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Junior Data Analyst**
- > **Financial Reporting Specialist**
- > **Administrative Assistant (Advanced)**
- > **Business Operations Coordinator**

## FREQUENTLY ASKED QUESTIONS

### **Q: What are the prerequisites for enrolling in this Intermediate Microsoft Excel course?**

To get the most out of this Intermediate Excel course, participants should have a foundational understanding of Excel. This includes familiarity with basic navigation, entering and editing data, creating simple formulas (SUM, AVERAGE), and basic formatting. A foundational understanding of basic charts is also beneficial but not strictly required.

### **Q: How will mastering advanced Excel functions like VLOOKUP and PivotTables specifically benefit my career in business operations or finance?**

Mastering advanced Excel functions is transformative for careers in business operations and finance. VLOOKUP (or the more advanced XLOOKUP) enables rapid data consolidation and error checking across large datasets, critical for reporting and reconciliation. PivotTables, on the other hand, allow you to quickly summarize, analyze, explore, and present large amounts of data, providing invaluable insights for financial modeling, sales forecasting, inventory management, and operational efficiency improvements. These skills are highly sought after for their ability to streamline complex analytical tasks and support informed decision-making.

### **Q: Will this course cover any automation features in Excel, such as an introduction to Macros?**

While this particular 2-hour Intermediate Microsoft Excel course focuses heavily on advanced formulas, data management tools, and visualization techniques, it does not delve into Macro creation (VBA programming). The curriculum is designed to provide robust skills for manual data manipulation, analysis, and reporting. For those interested in automation through Macros, Computer Pride offers a dedicated Advanced Excel or VBA programming course that builds upon the foundational skills learned here.

## 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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