



MICROSOFT TRAINING

Microsoft Excel Custom In 4 Hours Course

Master intermediate Microsoft Excel skills in just 4 hours. Learn advanced functions and data analysis to boost your productivity.

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

Unlock the true potential of Microsoft Excel with Computer Pride's highly focused "Microsoft Excel Custom In 4 Hours Course." Designed for intermediate users, this intensive program is engineered to rapidly elevate your spreadsheet proficiency, transforming you from a data handler into a data strategist. We dive deep into practical, real-world applications, focusing on custom scenarios that directly address your immediate needs, ensuring that every minute of your learning translates into actionable skills. You'll master advanced functions, robust data organization techniques, and powerful visualization tools that streamline workflows and enhance decision-making.

This course is perfect for professionals seeking to optimize their daily operations, improve data accuracy, and generate insightful reports with unparalleled efficiency. By honing your Excel expertise, you'll gain a competitive edge in any data-driven environment, enabling you to automate repetitive tasks, perform sophisticated data analysis, and present complex information clearly and concisely. Empower yourself with the skills to manipulate large datasets, build dynamic dashboards, and craft compelling presentations that drive business success, all within a compact, results-oriented timeframe.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Data Management & Validation

- Mastering Conditional Formatting for data insights
- Implementing Data Validation rules for accuracy
- Utilizing Advanced Filters and Slicers for efficient data retrieval
- Working with Tables for structured data management

02 Module 2: Powerful Formulas & Functions

- Introduction to Nested Functions (IF, AND, OR)
- Advanced Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)
- Text Manipulation Functions (LEFT, RIGHT, MID, CONCAT)
- Statistical Functions for data analysis (COUNTIF, SUMIF, AVERAGEIF)
- Date and Time Functions for tracking and scheduling

03 Module 3: Dynamic Data Analysis with PivotTables

- Creating and Customizing PivotTables for summaries
- Analyzing Data with PivotCharts
- Using Slicers and Timelines for interactive PivotTables
- Grouping and Ungrouping PivotTable data
- Calculated Fields and Items in PivotTables

04 Module 4: Data Visualization & Automation Basics

- Creating Advanced Chart Types (Combo Charts, Sparklines)
- Using Goal Seek and Scenario Manager for 'What If' Analysis
- Introduction to Macros: Recording and running simple automations
- Protecting Worksheets and Workbooks

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Junior Data Analyst (enhanced reporting and data manipulation skills)**
- > **Administrative Assistant (advanced scheduling, budgeting, and record-keeping)**
- > **Project Coordinator (improved progress tracking, resource allocation, and reporting)**

FREQUENTLY ASKED QUESTIONS

Q: What prior Excel knowledge is recommended to benefit most from this 4-hour custom course?

This course is designed for intermediate Excel users. You should be comfortable with basic Excel operations such as entering data, formatting cells, using basic formulas (SUM, AVERAGE), and navigating worksheets. A foundational understanding of Excel's interface and core functionalities will allow you to grasp the advanced concepts and custom applications covered more effectively.

Q: How does the 'Custom In 4 Hours' aspect of this course cater to my specific learning needs?

The 'Custom In 4 Hours' format is tailored to be highly flexible and practical. While we cover core intermediate topics, the instructor will work with participants to focus on specific functionalities or scenarios that are most relevant to their daily work. This might involve diving deeper into particular functions, solving specific data challenges, or building examples directly applicable to your industry, ensuring immediate utility of the skills learned.

Q: Will I be able to automate repetitive tasks in Excel after completing this course?

Yes, this course includes an introduction to macros, which are fundamental for automating repetitive tasks. You will learn how to record simple macros to automate sequences of commands, significantly boosting your efficiency. While it's an introductory module, it provides a strong foundation for exploring more advanced automation techniques in your daily work.

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
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke