



MICROSOFT TRAINING

Microsoft Excel Intermediate Advanced Customized Course

Master advanced Microsoft Excel features. Automate tasks, analyze complex data, and create powerful reports efficiently.

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 our Intermediate Advanced Customized Course, meticulously designed for professionals looking to transcend basic spreadsheet operations. This intensive 2-hour program at Computer Pride delves into powerful Excel functionalities, empowering you to manipulate, analyze, and visualize complex datasets with unparalleled efficiency. You will master sophisticated formulas, advanced data tools, and dynamic reporting techniques that are essential for critical decision-making in any modern business environment. We focus on practical, real-world scenarios, ensuring that every skill learned is immediately applicable to your professional challenges.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Data Manipulation and Formulas

- Mastering VLOOKUP, HLOOKUP, INDEX, and MATCH for powerful data retrieval
- Understanding logical functions: IF, AND, OR, IFERROR for conditional analysis
- Utilizing SUMIFS, COUNTIFS, AVERAGEIFS for multi-criteria aggregation
- Text functions for data cleaning and formatting: LEFT, RIGHT, MID, CONCATENATE, FIND, REPLACE

02 Module 2: Data Validation and Error Handling

- Implementing data validation rules to ensure data integrity
- Creating custom data validation formulas for complex conditions
- Techniques for identifying and correcting common Excel errors
- Protecting worksheets and workbooks for enhanced security

03 Module 3: Dynamic Data Visualization and Analysis

- Crafting advanced charts: combo charts, sparklines, and waterfall charts
- Leveraging PivotTables and PivotCharts for interactive data summarization
- Applying Slicers and Timelines for dynamic filtering of PivotTable data
- Introduction to Conditional Formatting for visual data insights

04 Module 4: Introduction to Macros and Automation

- Recording simple macros to automate repetitive tasks
- Understanding the Visual Basic for Applications (VBA) interface
- Editing basic recorded macros for customization
- Assigning macros to buttons and shapes for easy execution

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Financial Analyst specializing in forecasting and budget management**
- > **Business Intelligence Associate focusing on data extraction and reporting**

> Operations Manager optimizing resource allocation and performance tracking

FREQUENTLY ASKED QUESTIONS

Q: What prior Excel knowledge is recommended to benefit most from this Intermediate Advanced Customized Course?

This course is designed for users who are already comfortable with basic Excel functions, including creating simple formulas, formatting cells, and managing basic worksheets. Prior experience with functions like SUM, AVERAGE, and basic chart creation will be beneficial, as we quickly advance to more complex topics and assume foundational knowledge.

Q: How will mastering the advanced techniques in this 2-hour course impact my daily productivity and career progression?

By mastering advanced data manipulation, dynamic reporting, and introductory automation techniques, you will significantly reduce the time spent on manual data tasks. This efficiency translates into more time for strategic analysis, allowing you to produce higher-quality reports, make data-driven decisions faster, and position yourself for roles requiring sophisticated analytical skills, thereby enhancing your career trajectory.

Q: Given it's a 'Customized Course', what aspects can be tailored to my specific industry or professional needs?

While the core curriculum covers essential intermediate-advanced Excel skills, the 'customized' aspect means our instructors can often adapt practical examples and case studies to resonate more closely with your industry (e.g., finance, HR, logistics, sales) or specific professional challenges during the session. We encourage participants to share their objectives prior to or at the start of the course to ensure maximum relevance and practical application.

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

Email

Phone

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

info@computer-pride.co.ke

+254 705 900 900

www.computer-pride.co.ke