



## MICROSOFT TRAINING

# Microsoft Excel Online

*Elevate your data skills. Master intermediate Microsoft Excel functions, pivot tables, and data visualization online for better 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 cloud-based data management with our Microsoft Excel Online course. Designed for intermediate users, this comprehensive 2-hour program at Computer Pride equips you with essential skills to master Excel within the Microsoft 365 ecosystem. You'll delve into powerful features unique to the online version, enhancing your ability to create, manipulate, and analyze data sheets directly from your web browser, fostering greater flexibility and accessibility in your daily tasks. Learn to leverage Excel's robust functionality for efficient data handling, reporting, and analysis, all within a collaborative online environment.

This course focuses on practical, real-world applications, teaching you how to utilize intermediate formulas, functions, and data visualization tools to transform raw data into actionable insights. You will also gain expertise in collaborative features, enabling seamless teamwork and document sharing across different locations. By completing this program, you will not only boost your personal productivity but also become an invaluable asset in any team requiring efficient and collaborative data management, preparing you for the demands of modern digital workplaces.

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

## COURSE CURRICULUM

### 01 Module 1: Navigating Excel Online & Data Essentials

- Interface overview and key differences from desktop Excel
- Managing workbooks, sheets, and cell basics
- Efficient data entry, selection, and formatting
- Using autofill and flash fill for quick data population
- Applying basic number formats, cell styles, and themes

### 02 Module 2: Intermediate Formulas and Functions

- Working with logical functions (IF, AND, OR)
- Understanding lookup functions (VLOOKUP, HLOOKUP)
- Text manipulation functions (LEFT, RIGHT, MID, CONCAT)
- Date and time functions for scheduling and tracking
- Error handling in formulas (IFERROR)

### 03 Module 3: Data Organization and Analysis

- Sorting and filtering data effectively
- Using conditional formatting for data visualization
- Applying data validation for input control
- Creating and managing named ranges
- Introduction to PivotTables for summarizing data

### 04 Module 4: Visualization and Collaboration in the Cloud

- Creating various chart types (bar, column, line, pie)
- Customizing chart elements and styles
- Sharing workbooks securely via Microsoft 365
- Co-authoring and real-time collaboration features
- Tracking changes and adding comments for teamwork

## CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Remote Data Entry Specialist:** Proficiently manage and update datasets using cloud-based Excel, ensuring data accuracy and accessibility for distributed teams.
- > **Business Support Analyst:** Utilize Excel Online for ad-hoc reporting, budget tracking, and basic data analysis to support operational decision-making.
- > **Project Coordinator Assistant:** Organize project data, track progress, and create shared status reports using collaborative Excel Online features, enhancing team communication and efficiency.

## FREQUENTLY ASKED QUESTIONS

**Q: What specific skills will I gain from this course that enhance my productivity in a cloud-based work environment?**

This Microsoft Excel Online course will equip you with the ability to efficiently manage, analyze, and visualize data directly from your web browser. You'll master collaborative features like real-time co-authoring and comment tracking, crucial for distributed teams. Additionally, you'll learn to leverage intermediate formulas and data validation within the online interface, significantly boosting your data accuracy and reporting capabilities in a cloud-centric workflow.

**Q: How does this Microsoft Excel Online course differentiate from standard desktop Excel training, especially concerning collaborative features?**

While foundational Excel concepts are similar, this course specifically highlights features and best practices for the online version. It emphasizes cloud-native functionalities such as seamless sharing with granular permissions, simultaneous co-authoring with version history, and integration within the Microsoft 365 ecosystem. Unlike desktop-focused training, this program prepares you for dynamic, collaborative, and accessible data management workflows essential for modern remote and hybrid work settings.

**Q: What foundational Excel knowledge is recommended as a prerequisite before enrolling in this Intermediate Microsoft Excel Online course?**

To get the most out of this Intermediate Excel Online course, we recommend you have a basic understanding of Excel fundamentals. This includes familiarity with navigating the Excel interface, basic data entry, simple formulas (like SUM, AVERAGE), formatting cells, and understanding the concept of worksheets. While not strictly required, having this foundation will allow you to grasp the more advanced online features and functions covered in this program more effectively.

## 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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