



MICROSOFT TRAINING

Microsoft Excel Training Certification Courses

*Master intermediate Excel functions to analyze data, create pivot tables, and automate tasks.
Boost your productivity and data management skills.*

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

Elevate your data proficiency and unleash the full power of Microsoft Excel with our Intermediate Excel Training Certification. This comprehensive course is meticulously designed for professionals who have a foundational understanding of Excel and are eager to master its more sophisticated features. You will delve into advanced formulas and functions, robust data analysis tools, and powerful visualization techniques, transforming raw data into actionable insights. This certification goes beyond basic spreadsheet management, equipping you with the skills to efficiently manipulate large datasets, perform complex calculations, and create dynamic, interactive reports that drive informed business decisions. Mastering intermediate Excel is no longer a niche skill but a fundamental requirement in nearly every modern professional domain. This course will significantly enhance your productivity, accuracy, and strategic contribution within your organization. By focusing on practical application and real-world scenarios, you'll gain hands-on experience in areas critical for effective data management and analysis. This not only streamlines your daily tasks but also positions you as a valuable asset capable of extracting meaningful intelligence from corporate data, ultimately accelerating your career growth.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Advanced Formulas and Functions

- Logical Functions (IF, AND, OR, IFERROR)
- Lookup Functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Text Functions (LEFT, RIGHT, MID, CONCATENATE, FIND, REPLACE)
- Date and Time Functions (TODAY, NOW, DAY, MONTH, YEAR, DATEDIF)
- Statistical Functions (COUNTIF, SUMIF, AVERAGEIF, COUNTIFS, SUMIFS, AVERAGEIFS)
- Creating Nested Functions for Complex Calculations

02 Module 2: Advanced Data Management and Validation

- Data Validation Rules (List, Whole Number, Decimal, Date, Time, Text Length, Custom)
- Conditional Formatting for Data Visualization and Highlighting
- Advanced Sorting and Filtering Techniques
- Removing Duplicates and Consolidating Data
- Using Text to Columns and Flash Fill for Data Transformation
- Grouping and Ungrouping Data for Summarization

03 Module 3: Powerful Data Analysis Tools

- Goal Seek for Reverse Calculation
- Scenario Manager for What-If Analysis
- Data Tables for Exploring Multiple Inputs
- Consolidate Feature for Combining Data from Multiple Sheets
- Introduction to Solver (Add-in)

04 Module 4: Dynamic Reporting with PivotTables and PivotCharts

- Creating and Customizing PivotTables from Various Data Sources
- Grouping and Filtering Data within PivotTables
- Adding Slicers and Timelines for Interactive Data Exploration
- Creating Calculated Fields and Items in PivotTables

- Designing and Modifying PivotCharts for Visual Summaries
- Connecting PivotTables to External Data Sources (Basic)

05 Module 5: Enhancing Visual Communication

- Advanced Chart Types (Combo Charts, Sparklines, Treemap, Sunburst)
- Customizing Chart Elements and Layouts for Professional Presentation
- Creating Dynamic Charts using Named Ranges and Controls
- Formatting Techniques for Dashboards and Reports

06 Module 6: Collaboration, Security, and Efficiency

- Protecting Worksheets and Workbooks (Cell, Structure, Window Protection)
- Sharing Workbooks and Tracking Changes
- Creating and Managing Comments
- Hyperlinks for Navigation
- Basic Macro Recording and Running for Automation

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Junior Financial Analyst**
- > **Business Data Analyst (Entry Level)**
- > **Operations Reporting Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What prior Excel knowledge is recommended before enrolling in this Intermediate Excel Training Certification?

This course is designed for individuals who possess fundamental Excel skills. It is highly recommended that you are comfortable with basic spreadsheet navigation, entering and editing data, applying basic formatting, using simple formulas (SUM, AVERAGE, MIN, MAX), and creating basic charts. Prior experience with functions like SUM or IF is beneficial but not strictly required, as we will quickly build upon these foundational concepts.

Q: How will mastering intermediate Excel skills from this certification directly benefit my career progression, especially in data-driven roles?

This certification will significantly boost your career by transforming you from a basic Excel user to an efficient data analyst. You'll gain proficiency in advanced data manipulation using functions like INDEX/MATCH and VLOOKUP, enabling you to merge and extract specific data points with precision. Mastery of PivotTables will allow you to quickly summarize and analyze vast datasets, creating professional reports and dashboards that inform strategic decisions. These skills are critical in roles requiring data interpretation, financial modeling, operational reporting, and business intelligence support, making you a more valuable and indispensable asset to any organization.

Q: What kind of practical exercises and real-world scenarios can I expect to work on during this intermediate Excel course?

Our Intermediate Excel Training focuses heavily on practical application. You will engage in hands-on exercises that involve cleaning and transforming messy datasets, building complex financial models, creating interactive dashboards

using PivotTables and Slicers, and performing 'what-if' analyses for business forecasting. Expect to work with case studies simulating scenarios such as sales performance tracking, budget management, inventory analysis, and customer data segmentation, all designed to reinforce learning and ensure you can apply these skills immediately in a professional setting.

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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