MICROSOFT EXCEL: BASIC AND INTERMEDIATE LEVEL

COURSE DETAILS

Methodology:
Interactive lectures, hands-on exercises, case studies, group discussions

Course Materials:
Sample datasets, step-by-step guides for exercises

Pre-requisites:
Minimal spreadsheet experience required

Equipment Required:
Laptop/desktop with Microsoft Excel installed and internet access

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LEARNING OUTCOMES

- Navigate and format data efficiently using Excel's interface, number formats, and alignment tools.
- Perform essential data operations such as sorting, filtering, and converting datasets into tables.
- Apply data cleaning techniques to remove duplicates, split text, and ensure data accuracy.
- Use formulas and functions effectively, including arithmetic calculations, statistical functions, and logical formulas.
- Create and customize visualizations with charts, conditional formatting, and PivotTables for data analysis.
- Enhance decision-making by leveraging data validation, error handling, and advanced Excel tools.

TRAINING SCHEDULE (2-DAY PROGRAM: 9:00 AM – 5:00 PM)

Day 1

9:00 AM – 9:15 AM
Welcome & Registration Briefing

9:15 AM – 10:15 AM
1. Introduction to Excel and Formatting

- Excel Interface and Basic Terminology

- Number Formats and Autofill
- Formatting with Font and Alignment Tools

10:15 AM – 11:15 AM
2. Basic Data Operations

- Managing Rows and Columns
- Using Find and Replace
- Converting Dataset to Tables
- Sorting and Filtering Data

11:15 AM – 11:30 AM
Morning Tea Break

11:30 AM – 12:30 PM
3. Data Cleaning Techniques

- Remove Duplicates
- Text to Columns
- Advanced Find/Replace

12:30 PM – 1:30 PM 🍽
Lunch Break

1:30 PM – 3:00 PM
4. Data Validation

- Validating Data Types
- Alert/Error Messages
- Detecting Invalid Entries

3:00 PM – 3:15 PM ☕
Afternoon Tea Break

3:15 PM – 5:00 PM
5. Introduction to Formulas and Functions

- Arithmetic Calculations
- Cell References
- COUNT, SUM, AVERAGE, MAX, MIN

Day 2

9:00 AM – 10:30 AM
6. Charts Fundamentals

- Pie, Column, Line Charts
- Chart Styles and Modifications
- Chart Elements

10:30 AM – 11:30 AM
7. Basic Conditional Formatting

- Highlight Cell Rules
- Top/Bottom Rules
- Color Scales and Icons

11:30 AM – 11:45 AM
Morning Tea Break

11:45 AM – 1:00 PM
8. Logical Functions

- IF, AND, OR Combinations
- Nested IFs
- IFERROR, IFNA

1:00 PM – 2:00 PM 🍽
Lunch Break

2:00 PM – 3:30 PM
9. Pivot Tables and Pivot Charts

- Creating PivotTables
- Sorting, Filtering, Grouping
- Pivot Charts and Slicers

3:30 PM – 3:45 PM ☕
Afternoon Tea Break

3:45 PM – 5:00 PM
Practical Session / Q&A

- Case Study and Hands-on Tasks
- Group Review and Summary
- Questions & Clarifications

Target Audience

* Administrative and Clerical Staff
* Executives and Officers
* Sales and Marketing Personnel
* Human Resource Personnel
* Finance and Accounting Staff