MICROSOFT EXCEL: INTERMEDIATE LEVEL (1 DAY)

COURSE OVERVIEW

This 1-day Microsoft Excel Intermediate Level programme is designed to strengthen participants' practical spreadsheet and data management skills for workplace applications. The course focuses on improving efficiency, accuracy, and analytical capabilities through hands-on exercises, practical demonstrations, and real business scenarios.

Participants will learn how to organize and clean datasets, apply logical formulas, validate data entries, automate calculations, visualize information through conditional formatting, and create insightful reports using PivotTables and PivotCharts.

This programme is suitable for working professionals who already possess basic Excel knowledge and wish to advance their competency in handling business reports, operational data, sales tracking, financial records, inventory monitoring, and administrative reporting.

COURSE DETAILS

Item	Details
Course Title	Microsoft Excel: Intermediate Level (1 Day)
Duration	1 Day
Training Hours	9:00 AM – 5:00 PM
Methodology	Interactive Lectures, Hands-on Practical Exercises, Case Studies, Group Discussions
Course Materials	Training Notes, Sample Datasets, Practical Exercises, Step-by-Step Guides
Pre-Requisites	Basic Microsoft Excel Knowledge
Equipment Required	Laptop/Desktop with Microsoft Excel Installed
Target Participants	Executives, Administrators, HR Personnel, Finance Staff, Sales Coordinators, Operation Staff, Supervisors, and Working Professionals

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LEARNING OBJECTIVES

Upon completion of this programme, participants will be able to:

- Organize and manage datasets efficiently using Excel Tables.

- Apply sorting and filtering techniques to improve data visibility.
- Clean and prepare data using built-in Excel tools.
- Validate data entries to minimize human errors.
- Create logical and dynamic formulas for automated calculations.
- Handle formula errors effectively using error-handling functions.
- Apply conditional formatting to improve data visualization.
- Build professional PivotTables and PivotCharts for reporting and analysis.
- Improve productivity and accuracy in daily reporting tasks.

LEARNING OUTCOMES

At the end of the training, participants will be able to:

- Transform raw datasets into structured and professional Excel tables.
- Perform efficient data cleaning and formatting techniques.
- Create automated spreadsheets with logical functions.
- Develop error-free data entry systems using validation tools.
- Present data visually using conditional formatting features.
- Generate meaningful business reports using PivotTables and PivotCharts.
- Analyze and summarize large datasets effectively.
- Improve workplace productivity through practical Excel applications.

COURSE OUTLINE

MODULE 1: TABLES, SORTING & FILTERING

Introduction to Excel Tables

Participants will learn how to convert ordinary datasets into structured Excel Tables to improve data organization, formatting consistency, and data management efficiency.

Topics Covered

- Converting datasets into Excel Tables
- Understanding table structures and advantages
- Applying Table Design features
- Using table styles and formatting options
- Managing table headers and total rows
- Sorting data alphabetically, numerically, and by custom criteria

- Applying single and multiple filters
- Using advanced filtering techniques
- Managing large datasets efficiently

Practical Exercises

- Create structured tables from raw datasets
- Apply multi-level sorting and filtering
- Customize table formatting for reports

MODULE 2: DATA CLEANING USING DATA TOOLS

Data Preparation & Cleansing Techniques

Participants will learn essential techniques to clean, organize, and standardize data before analysis to ensure reporting accuracy and consistency.

Topics Covered

- Using Find & Replace efficiently
- Removing duplicate records
- Identifying inconsistent data entries
- Splitting text using Text to Columns
- Combining and restructuring text data
- Managing spacing and formatting issues
- Standardizing imported datasets
- Preparing datasets for analysis and reporting

Practical Exercises

- Clean and standardize imported datasets
- Remove duplicate customer or transaction records
- Split combined text fields into separate columns

MODULE 3: DATA VALIDATION

Improving Data Accuracy & Input Control

Participants will learn how to create controlled data entry systems to reduce errors and improve spreadsheet reliability.

Topics Covered

- Understanding Data Validation functions

- Validating numerical values, dates, lists, and text entries
- Creating dropdown lists for standardized input
- Restricting invalid entries
- Identifying and highlighting invalid data
- Creating customized alert and error messages
- Improving form accuracy and consistency
- Best practices for controlled data entry systems

Practical Exercises

- Create dropdown menus for data entry forms
- Restrict invalid entries using validation rules
- Design user-friendly input forms with alert messages

MODULE 4: LOGICAL FUNCTIONS & ERROR HANDLING

Automating Decision-Making Calculations

Participants will learn how to create intelligent spreadsheets using logical formulas and automated calculations.

Topics Covered

- Understanding logical functions in Excel
- Using IF functions for decision-making calculations
- Combining IF with AND & OR functions
- Creating nested IF formulas
- Building multiple-condition calculations
- Using IFERROR and IFNA for error handling
- Troubleshooting formula errors
- Automating calculations for reporting purposes

Practical Exercises

- Create grading systems using IF formulas
- Develop commission and incentive calculations
- Apply error-handling functions to prevent formula errors

MODULE 5: CONDITIONAL FORMATTING

Visualizing Data Effectively

Participants will learn how to visually present important data trends, patterns, and exceptions using Excel Conditional Formatting tools.

Topics Covered

- Understanding Conditional Formatting concepts
- Applying Highlight Cell Rules
- Using Top/Bottom Rules
- Applying Data Bars for comparison analysis
- Using Color Scales for trend visualization
- Applying Icon Sets for performance indicators
- Creating customized formatting rules
- Highlighting exceptions and critical information automatically

Practical Exercises

- Highlight overdue or incomplete records
- Create performance tracking dashboards
- Apply visual indicators for sales and KPI reports

MODULE 6: PIVOTTABLES & PIVOTCHARTS

Data Analysis & Reporting

Participants will learn how to summarize, analyze, and present large datasets effectively using PivotTables and PivotCharts.

Topics Covered

- Introduction to PivotTables
- Creating PivotTables from datasets
- Organizing rows, columns, values, and filters
- Modifying and customizing PivotTables
- Sorting, grouping, and filtering PivotTables
- Using slicers for interactive reporting
- Creating PivotCharts for visual reporting
- Designing professional management reports
- Best practices for dashboard reporting

Practical Exercises

- Create sales summary reports
- Generate monthly performance analysis
- Design interactive PivotChart dashboards

TRAINING METHODOLOGY

This programme adopts a highly interactive and practical learning approach:

- Trainer Presentation & Demonstration
- Hands-on Practical Exercises
- Real Workplace Case Studies
- Guided Step-by-Step Exercises
- Interactive Discussions
- Q&A Sessions
- Individual & Group Activities

Participants will be guided through practical examples to ensure immediate workplace application.

TARGET AUDIENCE

This programme is suitable for:

- Administrative Personnel
- HR & Finance Executives
- Sales & Marketing Personnel
- Operation & Logistic Staff
- Supervisors & Team Leaders
- Business Owners
- Executives handling reports and data analysis
- Anyone seeking to improve Excel productivity skills

EXPECTED BENEFITS TO ORGANIZATION

Upon completion of this training, organizations can expect:

- Improved employee productivity
- Faster and more accurate reporting
- Reduced spreadsheet errors
- Better data organization and analysis
- Enhanced decision-making capabilities
- Improved reporting presentation standards
- Increased operational efficiency

TRAINER PROFILE

Keith Tan

Keith Tan is an experienced HRD Corp Accredited Trainer and MBOT-recognized Graduate Technologist with extensive experience in education and corporate training.

He holds a prestigious UK degree in Information Technology and professional certifications including:

- Microsoft Certified: Power BI Data Analyst Associate
- Microsoft Office Specialist – Expert (Microsoft 365 Apps)

Keith specializes in Microsoft Excel, Power BI, Google Workspace, Data Analysis, and Business Reporting.

Throughout his career, he has conducted various IT and productivity training programmes for colleges, universities, and corporate organizations. His training approach emphasizes practical application, workplace relevance, and interactive learning.

Keith is highly experienced in delivering:

- Microsoft Excel Training
- Power BI & Data Visualization
- Google Workspace Applications
- IT Productivity & Reporting Skills
- Data Analysis & Dashboard Reporting

His engaging and hands-on teaching methodology enables participants to quickly understand and apply technical concepts in real workplace situations.
