

Excel Intermediate Training

- Data Manipulation and Analysis
- Formula and Function Expertise
- Charting and Visualization
- Additional Intermediate Skills



Data Manipulation and Analysis

PivotTables and Pivot Charts

PivotTables are essential for summarizing and analyzing large datasets. You should be able to create and manipulate PivotTables to summarize data, filter information, and create interactive charts.

VLOOKUP and XLOOKUP

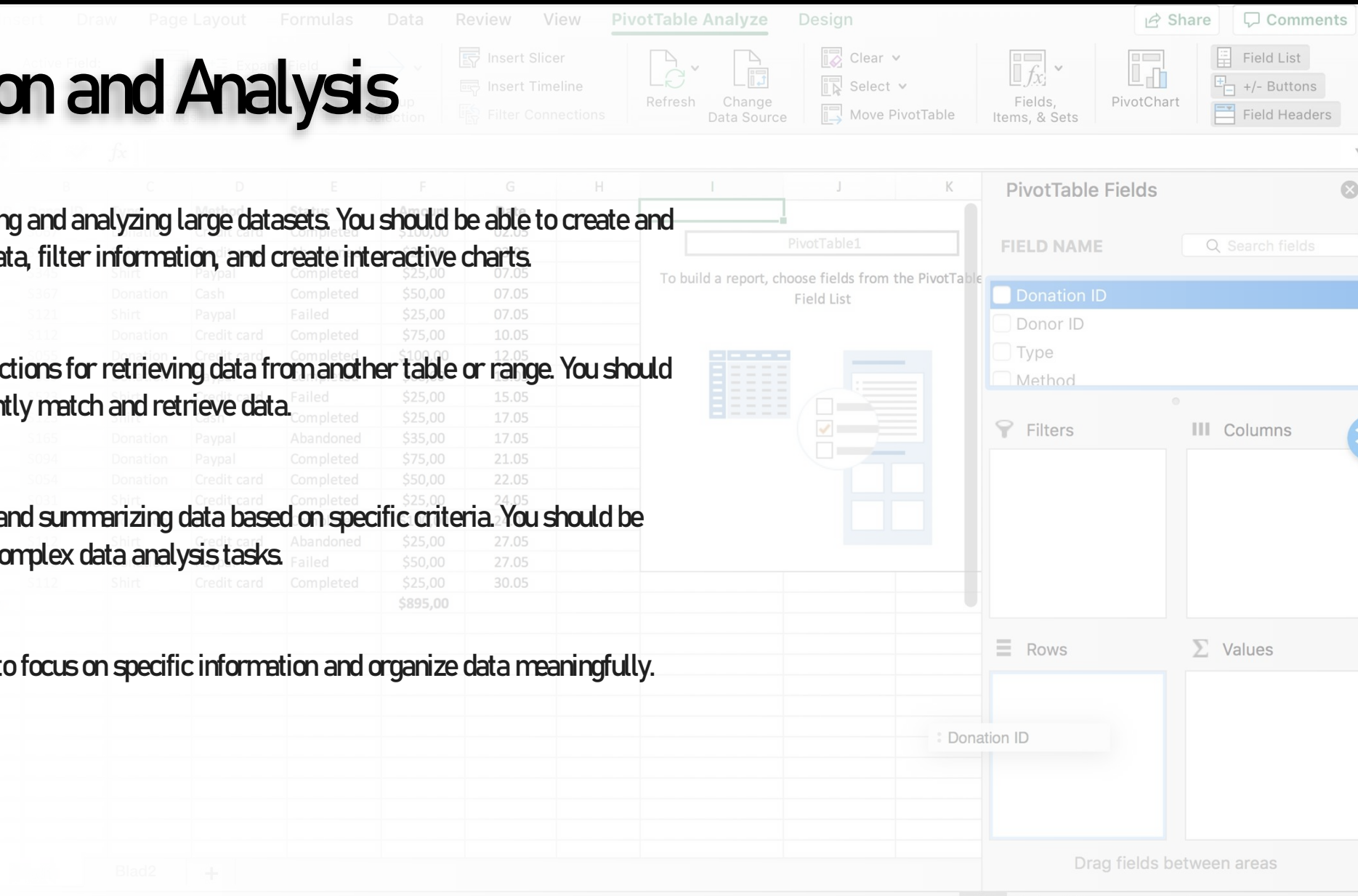
VLOOKUP and XLOOKUP are powerful functions for retrieving data from another table or range. You should be able to use these functions to efficiently match and retrieve data.

Countif, Sumif, and Index/Match

These functions are useful for counting and summarizing data based on specific criteria. You should be able to use these functions to perform complex data analysis tasks.

Data Filtering and Sorting

Learn to effectively filter and sort data to focus on specific information and organize data meaningfully.



Formula and Function Expertise

Advanced Functions

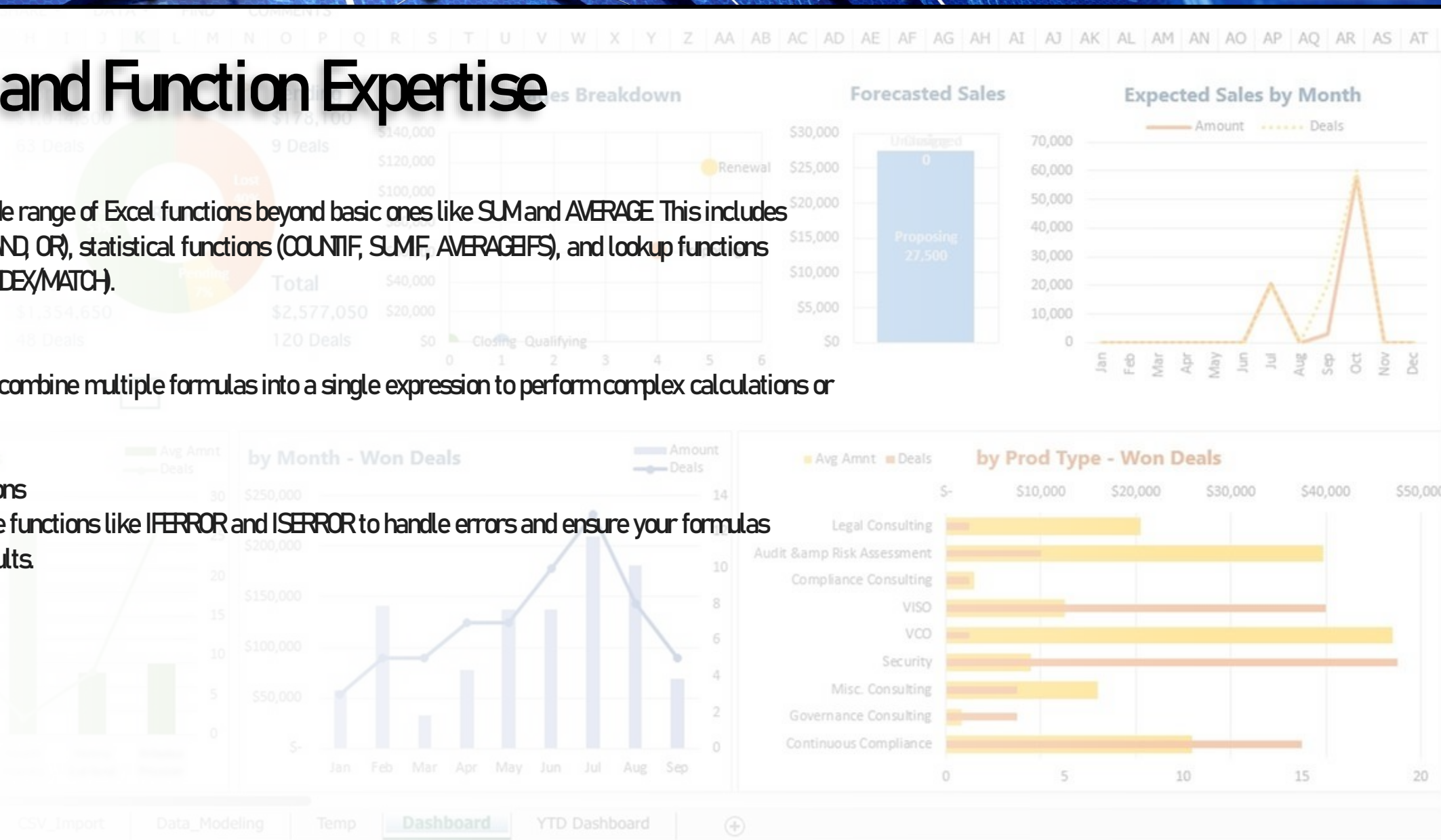
Gain insight into a wide range of Excel functions beyond basic ones like SUM and AVERAGE. This includes logical functions (IF, AND, OR), statistical functions (COUNTIF, SUMIF, AVERAGEIFS), and lookup functions (VLOOKUP, XLOOKUP, INDEX/MATCH).

Nested Formulas

You should be able to combine multiple formulas into a single expression to perform complex calculations or data manipulations.

Error Handling Functions

Gain confidence to use functions like IFERROR and ISERROR to handle errors and ensure your formulas produce accurate results.



Charting and Visualization

Creating and Formatting Charts

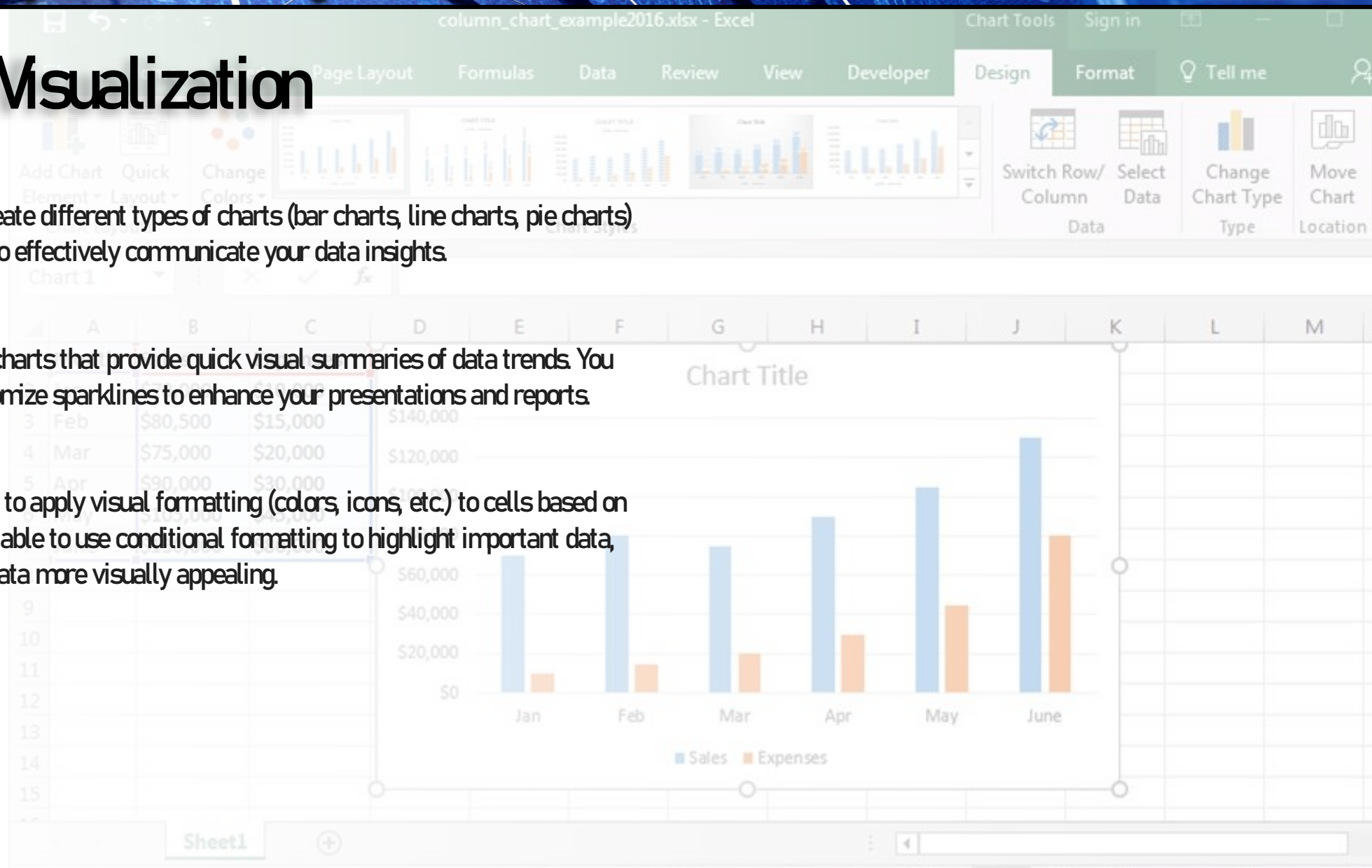
Reach a level of proficiency to create different types of charts (bar charts, line charts, pie charts) and customize their appearance to effectively communicate your data insights.

Sparklines

Sparklines are small, embedded charts that provide quick visual summaries of data trends. You should be able to insert and customize sparklines to enhance your presentations and reports.

Conditional Formatting

Conditional formatting allows you to apply visual formatting (colors, icons, etc.) to cells based on specific conditions. You should be able to use conditional formatting to highlight important data, identify outliers, and make your data more visually appealing.



Additional Intermediate Skills

Named Ranges

Named ranges give you a more user-friendly way to refer to specific cells or ranges, making your formulas and data manipulation more efficient.

Data Validation

Data validation allows you to control the type of data that can be entered into specific cells, ensuring data integrity and consistency.

Macros and VBA

Macros are small programs that automate repetitive tasks. While not essential for intermediate Excel users, familiarity with macros can significantly boost your productivity.

The screenshot shows the Excel ribbon with the 'Formulas' tab active. The ribbon includes sections for 'Defined Names', 'Formula Auditing', and 'Calculation Options'. The formula bar displays `=SUMIFS(Total,Type,Criteria1)`. Below the ribbon, an 'Apply Names' dialog box is open, showing a list of names with 'Criteria1' selected. The background shows a data table with columns for 'Total', 'Count', and 'Average'.

	Total	Count	Average
Criteria1	714	2	357

Formulas shown in the table:

- `=SUMIFS(Total,Type,Criteria1)`
- `=COUNTIFS(Type,Criteria1)`
- `=AVERAGEIFS(Total,Type,Criteria1)`

Summary

The Intermediate Excel training hones skills for efficient data management and impactful presentations. Participants master PivotTables, advanced functions like VLOOKUP, and data analysis techniques. The training covers intermediate Excel features, document formatting, and specific skills like named ranges. It concludes with effective data entry techniques, empowering you to elevate your data analysis and presentation precision.

Armed with these intermediate Excel skills, you're poised to elevate your data analysis and presentation game with precision and impact.

