



## PREREQUISITES

- ( $\geq$  16 years old); or
- 1 year working experience

Familiar with Microsoft Excel interface, able to write simple formulas and use basic functions such as Sum, Average, spreadsheet navigation and worksheet formatting.

## DURATION

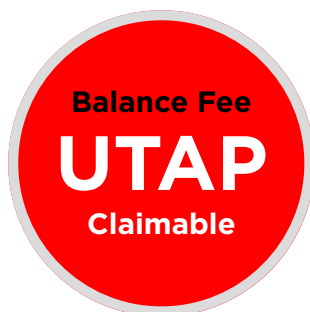
 **2 Days**

 **9 AM - 5 PM**

## COURSE DATES

<https://asktraining.com.sg/course-schedule/>

Course Code: **ASKMEI**



**Full Course Fee:**

**S\$436**

(inclusive of 9% GST)

# Microsoft Excel

## Microsoft Excel – Intermediate

### Course Description

Do you work with data or create reports for leadership? Microsoft Excel enables fast, accurate calculations and polished data presentation. The Microsoft Excel – Intermediate course is ideal for taking your skills to the next level and boosting productivity.

Excel is a widely used tool that boosts efficiency across industries—from financial reporting and inventory analysis to personal finance—making it an essential skill for both work and life.

In this 2-day course, you'll learn to manage data, apply protections, create tables and charts, use key formulas, and trace errors—plus gain hands-on experience with VLOOKUP, IF functions, and basic PivotTables for effective reporting.

### Course Objectives

- ✓ Use Paste Options and Paste Special Commands
- ✓ Create and Manage Conditional Formatting
- ✓ Use Functions such as IF, AND and OR, Nested IF and Vlookup Functions
- ✓ Use of Database Functions such as DSUM()
- ✓ Learn the Protection of Workbook, Worksheet & Element
- ✓ Create a Custom AutoFill List and Custom Number Format
- ✓ Sort by Multiple Columns, Custom List and use of Advanced Filter
- ✓ Work with Tables and Total Row, remove Duplicate Rows of Data
- ✓ Introduction to basic use of PivotTable
- ✓ Creating and Working with Charts



# Course Outline

## Essential Excel Fundamental

- What's New in Excel 2019
- Understanding the Excel Program Screen
- Changing Excel's Default Options
- Customizing the Quick Access Toolbar
- Entering Content Automatically
- Using Paste Options and Paste Special Commands
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules

## Introduction to Functions and Formulas

- Overview of Formulas and Cell References
- Entering Formulas
- Absolute and Relative References
- Formulas with Multiple Operators
- Inserting and Editing a Function
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions
- Using Conditional Count, Sum and Average Functions
- Using Lookup Functions
- Using Database Functions

## Managing Workbooks and Protections

- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Protecting Workbooks
- Protecting a Workbook Structure
- Protecting Worksheets and Worksheet Elements

## Working with Data Ranges

- Creating a Custom AutoFill List
- Creating a Custom Number Format
- Sorting by Multiple Columns and Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

## Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Slicers
- Formatting the Table
- Summarizing a Table with a PivotTable
- Converting to a Range

## Creating and Working with Charts

- Choosing and Selecting the Source Data
- Using Quick Analysis
- Choosing the Right Chart
- Inserting, Moving, Resizing and Deleting Chart
- Elements of a Chart
- Modifying Chart Data
- Changing Chart Data
- Filtering Chart
- Changing Chart Layout, Style and Colors
- Working with Chart Labels
- Changing Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Changing Chart Type
- Using Sparklines