



SCITMEX
Microsoft Excel (Advanced)
Course Structure

Contact Hrs- 15

Mode of Delivery - Online via Zoom

Aim of the Course:

The aim of the Microsoft Excel (Advanced) course is to equip participants with the advanced skills and knowledge needed to effectively manage, analyze, and present complex data using Microsoft Excel. This course is designed to help individuals build expertise in performing advanced data manipulation, creating detailed reports, and utilizing powerful Excel tools such as PivotTables, Charts, and complex formulas. By the end of the course, participants will be proficient in leveraging Excel's advanced features to enhance productivity, make data-driven decisions, and produce professional-quality documents and analyses.

Course Description:

This Advanced Excel Training course is designed for individuals who are ready to elevate their spreadsheet skills. This comprehensive program is perfect for those looking to manage large datasets, create detailed reports, and perform advanced data analysis. Whether you're working with financial models, trend analysis, or project management, this course provides the tools and knowledge necessary to maximize Excel's powerful capabilities.

What You'll Learn:

- **Advanced Formulas & Functions:** Learn to create professional spreadsheets with complex calculations and summary functions, applying formulas and functions to manipulate and analyze data effectively.
- **Data Analysis & Visualization:** Master tools such as Charts, Sparklines, Diagrams, PivotTables, and Pivot Charts to analyze, summarize, and present your data clearly.
- **Troubleshooting & Error Resolution:** Gain the ability to identify and resolve common function errors to maintain the integrity of your data.
- **Professional Document Creation:** Develop your skills in Excel's printing features to create polished, presentation-ready documents and reports.

Pre-requisites:

Basic proficiency in Microsoft Excel or completion of a course which included Excel training, is required to ensure participants are familiar with the software's basic functions and interface.

Technical Requirements:

- Access to a **computer or laptop** with a reliable **internet connection**.
- Device operating system must be **Windows 7 or higher**.
- The following Microsoft Office programs must be installed:
 - **Microsoft Excel** (Version 2010 or higher)
 - **Microsoft Word** (Version 2010 or higher)
- **Zoom** installed for online sessions (either the app or browser version can be used).

Modules covered in this course:

Module 1: - Complex Formulas

- Order Operation

Module 2: - Relative and Absolute Cell References

- Relative Reference
- Absolute Reference
- Fill Handle

Module 3: - Functions

- Sum
- Average
- Count
- Min
- Max
- Parts of function
- Arguments
- If
- Concatenate

Module 4: - Solving real-life problems in Excel

- Double check your formula.

- Understand number formats.

Module 5: - Real-life scenarios using functions and formulas

- Over budget
- Percentage off
- Statistics
- Determining balances
- Determining costs
- Cost comparison

Module 6: - Analyzing Data

- Sort Data
- Filter Data
- Create and Modify Tables
- Apply Intermediate Conditional Formatting
 - Apply Advanced Conditional Formatting

Assessment Structure –

- Assessment 1- 40%- Multiple Choice Questions on all topics
- Assessment 2- 60% Practical Assessment

Note- Details on assessments will be provided in class