

Intermediate Excel Course Curriculum

Course Overview:

This course is designed to equip participants with intermediate-level skills in Microsoft Excel, enhancing their ability to analyze data, create advanced charts, and automate tasks. Whether you are a business professional, analyst, or student, this course will empower you with practical Spreadsheet skills for improved productivity and data management.

WEEK	DAY	MODULE	OBJECTIVES	TOPICS	HOURS
Week 1	Day 1	1. Introduction to Intermediate Excel	Intermediate Excel builds on the foundational knowledge of basic Excel functions and features, delving deeper into more tools and techniques.	1. Excel terminologies 2. Understanding Worksheet, Formula Bar, Name Box, Cells, Rows, Columns and Range 3. How to rename a Sheet and save a Workbook	1.00
✓	✓	2. Excel keyboard shortcut keys	The objective of excel keyboard shortcut keys is to enhance efficiency and productivity by allowing user to perform tasks quickly without relying on the mouse.	1. Navigation Keys 2. Formatting Keys 3. Formula Entry Keys 4. Other useful Shortcut Keys	1.00
✓	Day 2	3. Introduction into Excel Tools	The objective of tools like sort & filter tables, filling and others is to empower users to efficiently organize, manipulate and analyse data within spreadsheet.	1. Filling Cells, flash fill & spilt 2. Transpose, Sort & Filter	1.00
✓	✓	4. How to use Basic Excel Tools	To streamline tasks such as arranging data in a specific order and extract relevant information.	1. Data Validation & Tables 2. Analyse tool & charts	1.00
Week 2	Day 3	5. Charts	Explore intermediate-level Excel charts	1. Deeper understanding of various chart types 2. Application of Charts for Data Visualisation and Analysis	1.00
✓	Day 3	6. Conditional Formatting I	Enhance data presentation by applying formatting rules based on specific conditions	1. Formatting cells based on number, text or date conditions 2. Adding icons or data bars to indicate relative values or progress. 3. Applying colours scales to visualise data distribution, with different colours representing different ranges of values.	1.00

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✓	Day 4	7. Conditional Formatting II	Enhance data presentation by applying formatting rules based on specific conditions	1. Highlight important information, draw attention to exceptions within a dataset 2. Highlighting cells that meets certain criteria (values & threshold)	1.00
✓	✓	8. Excel Formulas	To enable users perform calculations, manipulate data and automate tasks within spreadsheets efficiently.	1. Basics of constructing formulas using mathematical operators 2. Cell referencing (Relative, Absolute, Mixed)	1.00
Week 3	Day 5	9. Excel Functions	To Understand built-in commands in Excel designed of perform common task like date & time operation and more	1. Understanding Predefined operations or calculations that take input arguments, perform a specific task and return a result. 2. Examples of functions (IF, CONCATENATE etc)	2.00
✓	Day 6	10. Conditional Functions	Conditional functions consists of sum, average, count or get the min or max of a range based on a given condition, or criteria specified.	SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, COUNTIF, COUNTIFS, MAXIFS, MINIFS	2.00
Week 4	Day 7	11. Text Formula & functions	To change the way a number appears applying by formatting to it,	CONCATENATE, LEFT, RIGHT, LEN, FIND, SUBSTITUTE, TRIM, SEARCH, TEXT	1.00
✓	✓	12. Date and Time functions	To manipulate. Analyse and perform calculations involving date and time values on a spreadsheet.	DATE, DAY, TODAY, WEEKDAY, YEAR, HOUR, MINUTE	1.00
✓	Day 8	13. Introduction into Pivot Table & VLOOKUP	To introduce students on the path of Intermediate excel into advanced excel where more is done on data analysis and visualisation.	1. Introduction to Pivot Table 2. Introduction to VLOOKUP	1.00
✓	✓	14. Excel Intermediate questions and answers	To deepen users' Understanding of Excel functionalities beyond basic operations.	The use of intermediate Excel functions	1.00
				Total	16.00