See more at www.zandax.com/courses/excel-365-intermediate

Course information from ZandaX

Microsoft Excel 365 (2021) Intermediate

A premier Good Microsoft Excel training course from ZandaX

Course duration: 9 hours 34 minutes of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Course Introduction
- ✓ Designing Better Spreadsheets
- ✓ Making Decisions with Logical Functions
- ✓ Looking Up Information
- ✓ Advanced Sorting and Filtering
- ✓ Working with Date and Time
- ✓ Preparing Data for Analysis
- ✓ PivotTables
- ✓ Pivot Charts
- ✓ Adding Interaction to PivotTables and Charts
- ✓ Interactive Dashboards
- ✓ Formula Auditing
- ✓ Data Validation
- ✓ WhatIf Analysis Tools

What does our Excel 365/2021 Intermediate course cover?

Expand Your Excel Toolkit!

This course is designed for people with a beginner-level knowledge of Excel and want to build on their skills. It's also perfectly suited to students who have beginner to intermediate level skills in an older version of Excel and are looking to bring themselves up to date.

It will also show you all the new functions and features available in Excel 2021.

This Good Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better good Microsoft Excel skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

This course has been designed for uers with a basic understanding of Microsoft Excel who want to take their knowledge of the basic features further in a short space of time.

Course content for Microsoft Excel 365 (2021) Intermediate

1 - Course Introduction

- Course Introduction

2 - Designing Better Spreadsheets

- The Golden Rules of Spreadsheet Design
- Improving Readability with Cell Styles
- Controlling Data Input
- Adding Navigation Buttons

3 - Making Decisions with Logical Functions

- Logical Functions (AND, OR, IF)
- The IF Function
- Nested IFs
- The IFS Function
- Conditional IFs (SUMIF, COUNTIF, AVERAGEIF)
- Multiple Criteria (SUMIFS, COUNTIFS, AVERAGEIFS)
- Error Handling with IFERROR and IFNA

4 - Looking Up Information

- Looking Up Information using VLOOKUP (Exact Match)
- Looking Up Information using VLOOKUP (Approx Match)
- Looking Up Information Horizontally using HLOOKUP
- Performing Flexible Lookups with INDEX and MATCH
- Using XLOOKUP and XMATCH
- The OFFSET Function
- The INDIRECT Function

5 - Advanced Sorting and Filtering

- Performing Sorts on Multiple Columns
- Sorting Using a Custom List
- The SORT and SORTBY Functions
- Using the Advanced Filter
- Extracting Unique Values - The UNIQUE Function
- The FILTER Function

6 - Working with Date and Time

- Understanding How Dates are Stored in Excel
- Applying Custom Date Formats
- Using Date and Time Functions
- Using the WORKDAY and WORKDAY.INT Functions
- Using the NETWORKDAYS and NETWORKDAYS.INT Function
- Tabulate Date Differences with the DATEDIF Function
- Calculate Dates with EDATE and EOMONTH

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7 - Preparing Data for Analysis

- Importing Data into Excel
- Removing Blank Rows, Cells and Duplicates
- Changing Case and Removing Spaces
- Splitting Data using Text to Columns
- Splitting Data using Text Functions
- Splitting or Combining Cell Data Using Flashfill
- Joining Data using CONCAT
- Formatting Data as a Table

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8 - PivotTables

- PivotTables Explained
- Creating a PivotTable from Scratch
- Pivoting the PivotTable Fields
- Applying Subtotals and Grand Totals
- Applying Number Formatting to PivotTable Data
- Show Values As and Summarize Values By
- Grouping PivotTable Data
- Formatting Error Values and Empty Cells
- Choosing a Report Layout
- Applying PivotTable Styles

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9 - Pivot Charts

- Creating a Pivot Chart
- Formatting a Pivot Chart - Part 1
- Formatting a Pivot Chart - Part 2
- Using Map Charts

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10 - Adding Interaction to PivotTables and Charts

- Inserting and Formatting Slicers
- Inserting Timeline Slicers
- Connecting Slicers to Pivot Charts
- Updating PivotTable Data

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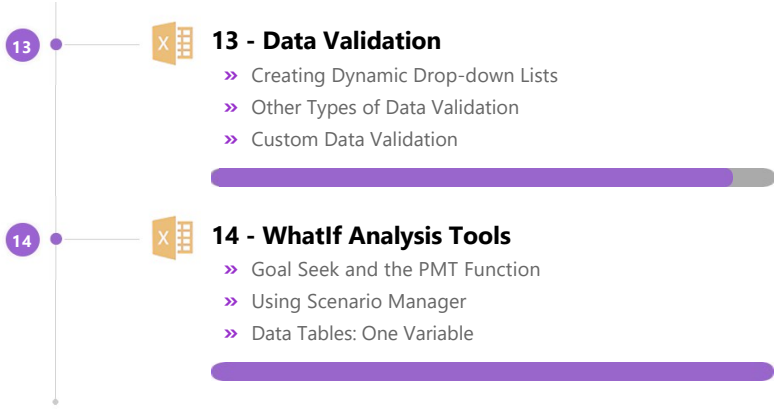
11 - Interactive Dashboards

- What is a Dashboard?
- Assembling a Dashboard - Part 1
- Assembling a Dashboard - Part 2
- Assembling a Dashboard - Part 3

12

12 - Formula Auditing

- Troubleshooting Common Errors
- Tracing Precedents and Formula Auditing



More about the ZandaX Microsoft Excel 365 (2021) Intermediate course

Use Formulas, Functions and More

The course shows you how to use dynamic array functions as well as XLOOKUP, XMATCH, and FILTER.

It's a comprehensive guide on intermediate-level formulas, cleaning & analyzing data using PivotTables and Pivot Charts, controlling data input with validation rules, making decisions with WhatIf analysis, using the golden rules of best practice in spreadsheet design -- and a whole lot more!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get accompanying exercises that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/excel-365-intermediate to view the latest details, including related courses, prices and quantity discounts.

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