



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Excel Intermediate

Formulas, Data & Everyday Reporting

Recommended duration: One day

Position in pathway: Basic Excel → **Intermediate Excel** → Advanced Excel

1. Working More Efficiently in Excel

- Review of essential Excel foundations
- Efficient worksheet navigation
- Selecting and working with ranges
- Copying and moving data effectively
- Using AutoFill and productivity shortcuts
- Understanding common spreadsheet errors

2. Formula References

- Relative cell references
- Absolute cell references
- Mixed cell references
- Copying formulas correctly
- Practical exercises using different reference types

3. Named Ranges

- Understanding named ranges
- Creating simple named ranges
- Using names in formulas
- Editing and managing basic range names
- **Practical price-list exercise using named ranges**

4. Logical Formulas

- Understanding logical tests

- Using the **IF function**
- TRUE and FALSE results
- Text and numeric results
- Combining IF with practical business calculations
- Troubleshooting common IF formula errors

5. Working with Dates

- How Excel stores dates
- Entering and formatting dates correctly
- Date arithmetic
- TODAY
- DAY, MONTH and YEAR
- Calculating periods between dates
- Practical date-based workplace calculations

6. Working with Business Data

- Structuring data correctly
- Good list and dataset design
- Finding and replacing information
- Removing duplicate records
- Preparing data for sorting, filtering and reporting

7. Sorting and Filtering

- Single-level sorting
- Multi-level sorting
- Sorting by different fields
- Applying filters
- Custom filters
- Filtering text, numbers and dates
- Clearing and reapplying filters
- Practical business-data exercises

8. Excel Tables

- Converting a data range into an Excel Table
- Understanding the benefits of Tables
- Table styles and formatting
- Automatic expansion
- Sorting and filtering Tables
- Total Row
- Adding calculated columns
- Working efficiently with structured business data

9. Conditional Formatting

- Understanding Conditional Formatting
- Highlight Cells Rules
- Top/Bottom Rules
- Duplicate values
- Data Bars
- Colour Scales
- Icon Sets
- Creating and editing rules
- Managing rule priority
- Using Conditional Formatting to identify exceptions and trends
- Introduction to a **simple formula-based Conditional Formatting rule**
- Practical workplace examples

10. Working with Multiple Worksheets

- Creating and organising worksheets
- Renaming worksheets
- Moving and copying worksheets
- Working with multiple sheets
- Creating formulas between worksheets
- Linking information between worksheets
- Freeze Panes

- Basic worksheet protection

11. Linking Workbooks

- Understanding workbook links
- Creating simple links between workbooks
- Updating linked information
- Basic considerations when moving or sharing linked workbooks

12. Intermediate Charts

- Selecting appropriate data for charts
- Creating charts from business data
- Choosing an appropriate chart type
- Editing chart elements
- Titles, labels and legends
- Basic chart formatting
- Presenting business information clearly

13. Integrated Workplace Exercise

Delegates apply the Intermediate skills to a practical business workbook:

- Work with a structured dataset
- Create formulas using relative, absolute and mixed references
- Use a named range in a practical calculation
- Apply an IF formula
- Work with dates
- Sort and filter business information
- Convert data into an Excel Table
- Apply Conditional Formatting to highlight exceptions
- Work across multiple worksheets
- Produce a simple chart or report

What our clients say about us

Regards



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