



COLLEGE AFRICA GROUP

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BEE LEVEL 2 COMPANY

Microsoft Excel Intermediate — Formulas, Data & Everyday Reporting

Work Faster and More Accurately with Excel

Microsoft Excel Intermediate — Formulas, Data & Everyday Reporting is a practical one-day course for employees who already understand the basics of Excel and want to work more confidently and efficiently with formulas, business data and everyday reporting.

The course develops the skills between Basic and Advanced Excel, including formula references, IF formulas, dates, named ranges, Excel Tables, sorting and filtering, Conditional Formatting, multiple worksheets and charts.

The emphasis is practical: strengthen everyday Excel capability and help delegates work more accurately and confidently with the spreadsheets they use in the workplace.

Who Should Attend?

For employees in finance, accounting, HR, administration, operations, sales, projects and other business functions who already use Excel and understand the fundamentals but need stronger day-to-day spreadsheet skills.

Delegates should already be comfortable with entering and editing data, basic formulas, SUM, worksheet formatting and basic Excel navigation.

Microsoft Excel Basic or equivalent practical experience is recommended.

Course Content

1. Formula References

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

2. Named Ranges

- Understanding named ranges
- Creating simple named ranges
- Using names in formulas
- Basic management of range names
- Practical price-list application using named ranges

3. Logical Formulas

- Understanding logical tests
- Using the IF function
- TRUE and FALSE results
- Returning text or numeric results
- Practical business applications of IF
- Identifying common IF formula errors

4. Working with Dates

- Understanding how Excel stores dates
- Entering and formatting dates correctly
- Date arithmetic
- TODAY
- DAY, MONTH and YEAR
- Practical date-based calculations

5. Working with Business Data

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

6. 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

7. Excel Tables

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

8. Conditional Formatting

- Highlight Cells Rules
- Top/Bottom Rules
- Duplicate values
- Data Bars
- Colour Scales
- Icon Sets
- Creating and editing rules
- Managing rule priority
- Highlighting exceptions and business conditions
- Simple formula-based Conditional Formatting
- Practical workplace applications

9. Working with Multiple Worksheets

- Creating and organising worksheets
- Renaming worksheets
- Moving and copying worksheets
- Creating formulas between worksheets
- Linking information between worksheets
- Freeze Panes
- Basic worksheet protection

10. Linking Workbooks

- Creating simple workbook links
- Updating linked information
- Understanding linked workbook references
- Considerations when moving or sharing linked files

11. Intermediate Charts

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

12. Integrated Intermediate Excel Exercise

Delegates apply the key Intermediate Excel skills to a practical business workbook:

- Work with a structured business dataset
- Create formulas using relative, absolute and mixed references
- Use a named range in a practical price-list 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
- Create a simple business chart or report

After the Course

Delegates should be able to:

- Build formulas using relative, absolute and mixed references
- Use simple named ranges effectively
- Apply IF formulas to everyday business requirements
- Work more confidently with dates
- Structure and manage business datasets
- Sort and filter information efficiently
- Use Excel Tables to manage structured data
- Apply Conditional Formatting to highlight exceptions and trends
- Work effectively across multiple worksheets
- Create and maintain simple workbook links
- Produce clearer charts and everyday business reports

Training Format

Duration: One day — normally 09h00 to approximately 15h30

Delivery: Onsite instructor-led training or live virtual instructor-led training using Microsoft Teams

Practical methodology: See it → Understand it → Practise it → Apply it → Check it

Delegates receive a course manual and electronic Certificate of Attendance.

[What our clients say about us](#)

Kind regards

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