



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Excel Intermediate — Formulas, Data & Everyday Reporting

Staff know the basics of Excel, but everyday spreadsheets still take too long and contain avoidable errors

Duration: One day | **Level:** Between Basic and Advanced | **Delivery:** Onsite or virtual

The business problem

Many employees can enter data and use SUM, but they copy formulas that break, sort lists that scramble, retype information that should be linked and build charts that do not say anything useful.

The result is slow, manual spreadsheet work and reports that managers cannot fully trust.

You need this course if...

- Formulas give wrong answers when they are copied to other cells
- Staff filter, sort and tidy the same lists by hand every week
- Dates, duplicates and inconsistent entries cause reporting problems
- Information is retyped between worksheets and workbooks instead of linked
- Reports and charts take too long to prepare and are hard to read

How this course solves it

This practical one-day course develops the skills between Basic and Advanced Excel: 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 so delegates work more accurately and confidently with the spreadsheets they already use.

Who should attend?

- Finance, accounting, HR and administration staff
- Operations, sales and project teams
- Anyone who uses Excel daily and understands the fundamentals but needs stronger day-to-day skills

Prerequisites: comfortable with entering and editing data, basic formulas, SUM, worksheet formatting and basic navigation. Microsoft Excel Basic or equivalent practical experience is recommended.

Course content

1. Formula References

- Relative, absolute and mixed cell references

- Copying formulas correctly
- Practical exercises using different reference types

2. Named Ranges

- Understanding and 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

- 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 and multi-level sorting
- Applying filters and custom filters
- Filtering text, numbers and dates
- Clearing and reapplying filters

7. Excel Tables

- Creating an Excel Table and understanding its benefits
- Table styles and formatting
- Automatic expansion
- Sorting and filtering Tables
- Total Row and calculated columns
- Working with structured business data

8. Conditional Formatting

- Highlight Cells and Top/Bottom Rules
- Duplicate values
- Data Bars, Colour Scales and Icon Sets
- Creating, editing and prioritising rules

- Highlighting exceptions and business conditions
- Simple formula-based Conditional Formatting

9. Working with Multiple Worksheets

- Creating, organising, renaming, moving and copying worksheets
- Creating formulas and 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
- 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 skills to one practical business workbook: references, a named range, IF, dates, sorting and filtering, a Table, Conditional Formatting, multiple worksheets and a simple chart or report.

After the course

Delegates will 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, sort and filter business datasets efficiently
- Use Excel Tables to manage structured data
- Apply Conditional Formatting to highlight exceptions and trends
- Work across multiple worksheets and create 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 method: See it → Understand it → Practise it → Apply it → Check it

Materials: Course manual and electronic Certificate of Attendance

Related courses

Level 1 — Formulas, Data & Reporting

Calculate, analyse and report. Build reliable formulas, work more effectively with business data and turn larger datasets into useful information. [View course](#)

Not sure which level your staff need?

College Africa Group's Excel Skills Assessment helps place delegates on the right course. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ms-excel/ms-excel-intermediate/ | [What our clients say about us](#)

Regards

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Arnold Muscat

SALES@COLLEGEAFRICAGROUP.COM

Direct 083 778 4903