

MICROSOFT EXCEL INTERMEDIATE (LEVEL 2)

- ✓ Go beyond the basics.
- ✓ Analyze data. Build insight. Work smarter.

Take your Excel skills to the next level. Learn advanced formulas, analyze data with powerful functions, organize and visualize information, and enhance workbooks for greater impact and productivity.



DELIVERY

Live Virtual
Instructor-Led
Delivery



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

This one-day course is designed for Excel users who are familiar with the basics and want to build confidence using more advanced features to analyze data, create insightful reports, and enhance workbooks.



WHO THIS COURSE IS FOR

- ✓ Professionals who already use Excel and want to deepen their skills.
- ✓ Teams looking to analyze data, create reports, and improve productivity.
- ✓ Anyone familiar with Excel 2016 or later who wants to work more efficiently.



EXPECTED OUTCOMES



Use advanced formulas and specialized functions.



Analyze data using logical, lookup, and other functions.



Organize and analyze data with tables and filters.



Visualize data with charts and trend analysis.



Create PivotTables, use slicers, and build PivotCharts to gain insights.



Enhance workbooks and apply best practices.

By the end of this course, you will be able to apply advanced Excel features to analyze data, create reports, and enhance your workbooks.

COURSE TOPICS

01



Creating More Advanced Formulas

Use range names in formulas and apply specialized functions.

02



Analyzing Data with Logical and Lookup Functions

Work with text, logical, lookup, date, and financial functions.

03



Organizing and Analyzing Datasets

Create and modify tables, sort and filter data, use subtotals, and database functions.

04



Visualizing Data with Charts

Create and format charts, add trendlines, and build advanced charts.

05



Analyzing Data with PivotTables, Slicers & PivotCharts

Create PivotTables, use slicers, and analyze data with PivotCharts.

06



Inserting Graphics

Insert, modify, layer, and group graphics. Use SmartArt in workbooks.

07



Enhancing Workbooks

Customize workbooks, manage themes, use templates, protect files, and prepare for sharing.



GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic Excel scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use Excel with confidence from day one.

