



 Microsoft® Excel

Level 2 INTERMEDIATE



About the Course

Designed for users who want to build on their existing basic Excel skills and progress to more powerful and productive workbooks.

Course Prerequisites

Participants will need to be familiar with, or have attended, the topics covered in our [Microsoft Excel Foundations \(Level 1\)](#) course.

Course Objectives

At the end of this course, participants will be comfortable in utilising Excel's powerful functionality covering advanced formulas, data analysis, charts and graphic objects, dashboards and automating repetitive tasks.

Course Content Overview

This intermediate level course is intended to build on your fundamental skills, utilising Excel's more powerful features including

- Creating advanced formulas
- Analysing data with logical and lookup functions
- Organising worksheet data with tables
- Conditional Formatting
- Analysing data with pivot tables, slicers, and pivot charts
- Working with graphical objects
- Enhancing workbooks
- Automating repetitive and tedious tasks
- **New!** Powering Excel with ChatGPT (AI)

See the full course content on the reverse side ⇨

Course Name: **Excel Intermediate** [Code XLIAD2]
 Delivery Mode: Face to Face Instructor Led
 Time: 9:30am to 5pm
 Price: See our [website](#) for current pricing
 Cancellation Fee: Nil, full refund*
 Concessions: 30% Discount for Job Seekers, Seniors, Health Care Card Holders*

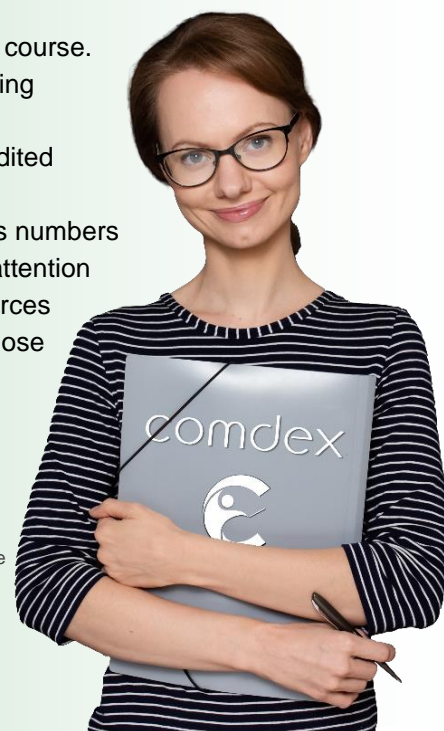
Maximum No: 10 persons, average 6
 Our Computers: Dual screen PC/Mac or BYO

Email Support: 12 months from course date*
 Free Resit: 9 months*
 Certificate: Quality colour printed
 Training Manual: Hardcopy (+370 pages), plus quick ref. guides & cheat sheets

Venue: Comdex Training Centre
 Location: 157A Commercial Rd. South Yarra
 Public Transport: Tram, Train, Bus to our doorstep
 Car Parking: Commercial Undercover
 Refreshments: Complimentary – all day

- ✓ Fast track one-day course. Train today, get going tomorrow
- ✓ Face to face accredited instructors
- ✓ Capped small class numbers ensures personal attention
- ✓ Unparalleled resources
- ✓ Centrally located close to the CBD
- ✓ First class facilities
- ✓ Relaxed informal atmosphere

*Please refer to our website for full details and T&Cs.



Comdex Training Centre
157A Commercial Road
South Yarra Victoria 3141



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comdex.com.au



Created Advanced Formulas

Use Specialised Functions

Function Categories
Function Syntax
Finding Excel Functions
Function Entry Dialog Boxes
Using Nested Functions
Automatic Workbook Calculations
Showing and Hiding Formulas
Enabling Iterative Calculations

Apply Range Names

Range Names
Adding Names Using the Name Box
Adding Names Using the New Name Dialog Box
Using Range Names in Formulas

Analysing Data with Logical and Lookup Functions

Use Text Functions

Text Functions
The LEFT and RIGHT Functions
The MID Function
The LEN Function
The TRIM Function
The UPPER, LOWER, & PROPER Functions
The TEXTJOIN Function

The TRANSPOSE Function

Use Logical Functions

Logical Functions
Logical Operators
The AND Function
The OR Function
The IF Function
The IFS Function

Use Lookup Functions

Lookup Functions
The LOOKUP Function
The VLOOKUP Function
The HLOOKUP Function
The MATCH Function
The INDEX Function

Use Date Functions

The TODAY Function
The NOW Function
Serializing Dates and Times with Functions

Organise Sheet Data with Tables

Create and Format Tables

Tables
Table Components
The Create Table Dialog Box
The Table Design Contextual Tab
Styles and Quick Style Sets

Modifying Tables

Adding Rows and Columns
Total Row Functions
Removing Duplicate Values

Table References

Naming Tables
Using Structured References
Database Functions
Converting to Range

Conditional Formatting

Basic Uses

Highlight Cells
Top/Bottom
Data Bars
Icon Sets

Advanced Conditional Formatting Uses

Analysing Data with PivotTables, Slicers, and PivotCharts

Create a PivotTable

PivotTables
Start with Questions, End with Structure
The Create PivotTable Dialog Box
The PivotTable Fields Task Pane
Summarise Data in a PivotTable
The "Show Values As" Functionality of a PivotTable
Format a PivotTable
External Data
PowerPivot
PowerPivot Functions

Filter Data Using Slicers

Slicers
The Insert Slicers Dialog Box

Analyse Data with PivotCharts

PivotCharts
Creating PivotCharts
Applying a Style to a PivotChart

Working with Graphical Objects

Insert and Modify Graphic Objects

Graphical Objects
Inserting Shapes
Inserting WordArt
Inserting Text Boxes
Inserting Images
The Picture Format Contextual Tab
The Shape Format Contextual Tab
The SmartArt Contextual Tabs

Layer and Group Graphical Objects

Layering Objects
Grouping Objects
Positioning Objects

Incorporate SmartArt

About SmartArt
The Choose a SmartArt Graphic Dialog Box
About the Text Pane

Enhancing Workbooks

Customise Workbooks

Notes and Comments
Comments
Notes
Watermarks
Background Pictures

Manage Themes

About Themes
Customizing Themes

Protect Files

Recovering Lost Data
The Protect Group
The Protect Worksheet Option
The Protect Workbook Option
Mark Workbooks as Final
Encrypting a Workbook
Digitally Signing a Workbook

Preparing a Workbook for Multiple Audiences

Displaying Data in Multiple Interntl. Formats
Utilise International Symbols
Adding Alternative Text to Objects

Cheat Sheets

Our Popular Quick Reference Guides



Excel
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Powering Excel with ChatGPT (AI)

ChatGPT Explained
Setup and Configuration
Using Excel with ChatGPT
Boosting Your Skills & Productivity
Automation & Time Saving Guide

