



WANFAH PROSPER PLT

<https://wanfahprosper.com/microsoft-excel-intermediate-data-analysis-dashboard-remote-online/>

PROGRAMME OUTLINE for MICROSOFT EXCEL – INTERMEDIATE, DATA ANALYSIS & DASHBOARD

DAY 1

9.00am to 10.30am

Module 1: Creating & Customising Workbooks, Formatting Data

- Create & customising an excel workbook
- Linking Tabs
- Formatting data & Tables
- Conditional Formatting
- Managing Rules
- Formulas

10.30am to 10.45am

Morning Break

10.45am to 1.00pm

Module 1: Creating & Customising Workbooks, Formatting Date (con't)

- Converting text to numbers
- Templates & practical uses and etc

Module 2: Analysing Data in the Table

- Filtering data, Custom Auto Filter
- Sorting data
- Logical functions IF, AND, OR
- Sumif, Countif, Nested ifs, Average A
- Grouping, subtotals

1.00pm to 2.00pm

Lunch Break

2.00m to 3.15pm

Module 2: Analysing Data in the Table (con't)

- Sparklines
- Pivot Tables
- Vlookup, Hlookup
- Range Names

3.15pm to 3.30pm

Afternoon Break

3.30pm to 5.00pm

Module 3: Other Features of Excel

- Printing & Formatting



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- Header & Footers
- Grouping Tabs
- Hyperlinks in the workbooks & outlook email
- Save an Excel workbook in earlier versions of Excel
- Worksheet & workbook protection

DAY 2

9.00am to 10.15am

Module 4: Creating & Modifying Charts

- Creating various charts
- Formatting charts
- Modifying charts & adding elements

10.15am to 10.30am

Morning Break

10.30am to 1.00pm

Module 4: Creating & Modifying Charts (con't)

- Additional Date Series
- Changing Charts types
- Using Quick Analysis Tools

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.15pm

Module 5: Preparation of Workbook for Dashboard

- Pivot table
- Charts

3.15pm to 3.30pm

Afternoon Break

3.30pm to 5.00pm

Module 6: Creating The Dashboard

- Linking dashboard information to workings
- Presenting Data using Dashboard

Q&A & Closure.