



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Excel (Intermediate)

Overview

This one-day MS Excel (Intermediate) course builds on foundational spreadsheet skills, enabling learners to work more efficiently with data and create professional, visually appealing outputs. Delegates will develop practical abilities in managing tables, sorting and filtering data, applying text functions, creating links between worksheets and workbooks, working with subtotals, and protecting spreadsheets.

Participants will also learn to create and customise charts, manage worksheet display options, and work with graphics to enhance presentations. The course is delivered through interactive, facilitator-led sessions, ensuring learners gain the skills and confidence to handle intermediate-level Excel tasks in a workplace setting.

Objectives

- Apply data selection techniques for efficiency.
- Create and work with Excel tables.
- Sort and filter data effectively, including advanced options.
- Use text functions to manipulate and format data.
- Create and manage links between worksheets and workbooks.
- Apply subtotals and outline worksheets.
- Protect worksheets and workbooks to control access and editing.
- Create and customise professional charts.
- Use graphics and visual elements to enhance spreadsheets.

Course Prerequisite

MS Excel (Introduction)

Language of Delivery

English

Delivery Methods

Facilitated by a competent and experienced subject matter trainer using practical, experiential techniques such as questions, discussions, demonstrations, exercises, and assessments.

Who should attend?

This course is ideal for individuals who already have basic Excel skills and wish to advance to more complex spreadsheet functionality, including:

- Office Administrators and Assistants
- Data Capturers and Clerks
- Staff involved in reporting and data analysis
- Employees creating professional business reports

Course Outline

This course consists of the following 6 modules

Module 1	Creating and Managing Databases • Creating a Database and Naming a Range • Data Selection Techniques • Creating and Customising Excel Tables • Adding Totals to a Table • Converting Tables to Ranges • Understanding and Using Dates (Month & Year Functions) • Sorting Data (Quick Sort, Custom Sort, Special Order)
Module 2	Filtering Data • Applying AutoFilter and Understanding Filter Types • Using Top Ten Filters and Filtering by Month • Custom AutoFilters • Clearing Filters • Using Advanced Filters • Removing Duplicate Records

Module 3	Linking and Consolidating Data • Relative and Absolute References • CONCATENATE Function • Copy and Paste Link • Creating Links within the Same Workbook • Creating Links Across Workbooks • Editing External Links and Changing Sources • Breaking Links Between Workbooks • Arranging Open Workbooks • Creating Hyperlinks • Linking Excel Data to Word • Consolidating Worksheets • Creating Subtotals and Nested Subtotals • Outlining a Spreadsheet Manually
Module 4	Worksheet Display and Protection • Splitting and Freezing Panes • Data Validation and Creating Dropdown Lists • Text to Columns and Transposing Data • Adding, Editing, and Deleting Comments • Protecting Worksheets and Workbooks • Workbook Password Protection
Module 5	Charts • Understanding Chart Types • Adding and Removing Chart Elements • Formatting Text, Numbers, and Data Series • Scaling and Customising Axes • Creating Combo and Dual-Axis Charts • Adding Trendlines • Saving and Using Chart Templates
Module 6	Graphics and Visual Elements • Managing Drawings • Grouping and Ungrouping Shapes • Inserting WordArt • Inserting SmartArt Graphics

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire