



Excel - Intermediate

1-Day Curriculum for Intermediate Excel - Leaders and Process Owners

Objective:

To enhance Excel skills focusing on advanced functions, data analysis, and process management.

Welcome and Introduction (15 minutes)

- Overview of objectives, recap of basic Excel skills.

Advanced Formulas and Functions (40 minutes)

- VLOOKUP, IF statements, conditional formatting, practical exercise.

Break (10 minutes)

Data Analysis Tools (50 minutes)

- PivotTables, PivotCharts, analysis tools, practical exercise.

Lunch Break (30 minutes)

Process Management with Excel (50 minutes)

- Macros, templates, dashboards, practical exercise.

Break (10 minutes)

Collaborative Features (50 minutes)

- Shared workbooks, comments, collaboration tools, group exercise.

Wrap-Up and Q&A (20 minutes)

- Summary, open Q&A, and next steps.

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