Ubique Risk Management

Microsoft Excel - Intermediate

Course Description

Microsoft Excel is one of the most in-demand skills across industries — from finance and marketing to logistics and research. But if you're only using it for simple spreadsheets, you're missing out on its full potential.

This Intermediate Microsoft Excel course is a live, 1-day virtual training session designed to bridge the gap between basic Excel use and powerful, real-world application. You'll move beyond data entry and dive into the tools that unlock true efficiency, clarity, and analytical impact.

Whether you're managing reports, working with large datasets, or simply looking to become faster and smarter in your day-to-day tasks, this hands-on session will guide you through the formulas, functions, and features that professionals use every day.

Delivered online and led by an experienced instructor, this practical workshop combines expert guidance with real-time exercises, giving you the skills and confidence to work smarter with data right away.

Key Benefits

- ✓ **Master Excel's Interface and Data Structure**
  Understand how to confidently navigate Excel, manage workbooks and worksheets, and organise your data for effective analysis.
- ✓ **Build Reliable Formulas and Functions**
  Learn to create essential formulas using functions like SUM, AVERAGE, and COUNT, and understand how to apply absolute and relative cell references correctly.
- ✓ **Import and Integrate External Data**
  Bring data into Excel from various sources and start working with it right away — a key skill for business, research, and reporting tasks.
- ✓ **Use LOOKUP Functions with Confidence**
  Gain hands-on experience with VLOOKUP and HLOOKUP to search, reference, and connect information across tables and sheets.
- ✓ **Clean and Prepare Data for Analysis**
  Learn practical techniques to clean your data — remove duplicates, fill missing values, and format datasets for accurate results.
- ✓ **Sort, Filter, and Format for Insight**
  Use Excel's sorting, filtering, and conditional formatting tools to isolate patterns, highlight key metrics, and make your data easier to interpret.
- ✓ **Visualise Data with Impactful Charts**
  Create and customise bar, line, and pie charts. Learn how to choose the right chart type to tell a clear, compelling data story.

Target Audience

This course is ideal for professionals who use Excel regularly and want to advance their data analysis skills, small business owners seeking to streamline reporting, and students or recent graduates looking to boost their CVs with practical Excel knowledge. It's also a great fit for job seekers preparing for roles in finance, administration, marketing, or data entry. If you already know the basics of Excel and are ready to take the next step, this intermediate course is designed for you.

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Benefits & Real Life Skills

By taking this course, you will gain practical, real-world Excel skills that improve your productivity, confidence, and professional value — all in just one focused day of training.

- ✓ Work more efficiently by automating everyday tasks with formulas and functions
- ✓ Import, clean, and prepare data from external sources for accurate analysis
- ✓ Use VLOOKUP and HLOOKUP to connect and reference data without manual effort
- ✓ Create visually clear and professional charts to present your data with impact
- ✓ Apply filters, sorting, and conditional formatting to uncover insights quickly
- ✓ Troubleshoot and fix common formula errors like a pro
- ✓ Save time with smart spreadsheet structuring and formula techniques
- ✓ Build reports and dashboards that others can understand, use, and trust
- ✓ Improve decision-making by analysing data confidently and clearly

Topics Covered

➢ **Introduction to Excel for Data Analysis**

- Overview of Excel's interface and essential tools
- Working with workbooks, worksheets, and structured data

➢ **Essential Functions and Formulas**

- Core formulas: SUM, AVERAGE, COUNT, and more
- Understanding and using absolute vs. relative cell references
- Basic error-checking in formulas

➢ **Importing and Cleaning Data**

- Importing data from external files (CSV, text, databases)
- Removing duplicates and handling missing values
- Preparing raw data for analysis

➢ **LOOKUP Functions**

- Using VLOOKUP and HLOOKUP for referencing data
- Common use cases and troubleshooting LOOKUP errors

➢ **Sorting, Filtering, and Conditional Formatting**

- Organising and sorting datasets
- Applying filters to isolate key data
- Highlighting insights using conditional formatting rules

➢ **Data Visualisation with Charts and Graphs**

- Creating bar, line, and pie charts
- Customising chart elements (titles, labels, legends)
- Choosing the right chart type for your data

Duration: 6 Hours

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Virtual Class System requirements

All Virtual Classes will be conducted over Zoom.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
- An HD cam or HD camcorder with a video-capture card
- Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Note: On Windows devices, Zoom utilizes WebView2 and Chromium Embedded Framework (CEF) for certain features. If not available, these are downloaded automatically by Zoom, but admins should ensure these are whitelisted on managed devices.

Supported web browsers

- Desktop
- Chrome**:** Within 2 versions of current version
- Firefox**:** Within 2 versions of current version
- Edge**:** Within 2 versions of current version
- Safari**:** Within 2 versions of current version

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.