



SF Tech Training Excel Topic List

Don't see a topic listed? Just ask!

Welcome to the world of Excel, a powerful spreadsheet software that has become a cornerstone in the realm of data management and analysis. Whether you are a seasoned professional or a novice user, Excel serves as an indispensable tool for organizing, calculating, and presenting information in a structured and efficient manner.

With its user-friendly interface and extensive features, Excel empowers individuals and businesses to harness the full potential of their data. From basic tasks like creating budgets and lists to advanced functions such as complex data analysis and visualization, Excel offers a versatile platform for a myriad of applications. In this introductory journey, we will explore the fundamental concepts of Excel, unraveling its essential functionalities, formulas, and tools that will enable you to navigate and excel in the world of spreadsheet management.

Get ready to unlock the capabilities of Excel and elevate your data-handling skills to new heights.

Table of Contents

Introduction to Excel Course.....	2
Intermediate Excel Course.....	3
Advanced Excel Course	4

Introduction to Excel Course



This introductory Excel course will provide students with the core skills needed to effectively use Microsoft Excel for a variety of applications. By the end of the course, students will be able to navigate Excel's interface, enter and edit data, perform calculations using formulas and functions, apply formatting, create charts and graphs, sort and filter data sets, and work with large datasets and multiple worksheets efficiently.

Topics covered will include cell referencing, using SUM, AVERAGE, MAX and MIN functions, applying conditional formatting, analyzing data and formatting with Tables, sorting, filtering, creating charts and more.

This course aims to give students a strong foundation in Excel functionality that will enable them to utilize it for tasks like financial modeling, data analysis, reporting, and more. With the Excel skills gained through this introductory course, students will boost their productivity and organizational capabilities when working with spreadsheets.

Course length: 3 – 9 hours

Topic list (can be customized to your preferences and projects)

- Introduction to the Excel Interface
- Navigating and Selecting Cells
- Keyboard Shortcuts
- Inserting Columns/Rows
- Performing Simple Calculations
- Saving the Workbook File
- Building Basic Formulas
- Using Simple Functions
- Autofill Command
- Intro to Conditional Formatting
- Relative and Absolute Cell References
- Managing Rows & Columns layouts
- Creating and using Tables
- Using Cell Styles
- Using Templates
- Managing Worksheets: Inserting, Deleting, Renaming, Move/Copy
- Freezing or Splitting Panes
- Grouping and Hiding Rows/Columns
- Setting Print Options
- Using the Page Layout View
- Printing Your Worksheet
- And more!

Intermediate Excel Course



Take your Excel skills to the next level with this intermediate course focusing on tables, filtering, charting, pivot tables, and more advanced features. Go beyond basic spreadsheets and formulas to make your data work for you.

The course will cover creating and customizing tables for efficient data analysis. You'll learn how to quickly filter records to find what you need and to summarize data with automatic subtotals. Discover Excel's Quick Analysis tools to easily visualize trends and patterns in your data with charts and sparklines.

The course also explores Excel features to validate and protect your spreadsheets, such as data validation, conditional formatting, and sheet protection. Work through real-world examples to practice consolidating data from multiple sources with linking and named ranges. We will also cover an intro to the essential skill of Pivot Tables.

By the end of the course, you'll have acquired intermediate Excel skills to streamline number crunching, visualization, reporting, and presentation of data.

Course length: 3 – 9 hours

Topic list (can be customized to your preferences and projects)

- Advanced Tables
- Flash fill
- Text functions
- Filtering Records
- Using Slicers to filter
- Using Structured References
- Automatic Subtotals
- The Quick Analysis Tools
- Advanced Data Chart Elements
- Inserting Sparkline
- Quick Analysis Tools
- Creating Pivot Tables
- Filtering Pivot Tables
- Multi-Select Slicers on Pivot Tables
- Working With Pivot Charts
- Data Validation Rules
- Advanced Custom Conditional Formats
- Comments
- Linking Data
- Cell, Sheet, And File Protection
- Linking/Consolidating Data
- Named Ranges
- And more!

Advanced Excel Course



Take your Excel skills to the expert level with this advanced course focusing on powerful features like Power Pivot, advanced pivot tables, and VLOOKUP. Go in-depth with pivot tables, including calculated fields and items, grouping data, using report filters, and presenting pivot data visually with charts.

Learn about Excel's Data Model and Power Pivot to connect multiple data sources for deeper analysis. Master lookup functions like VLOOKUP, HLOOKUP, XLOOKUP, and FILTER to quickly reference and pull data from other sheets or tables. Strengthen your Excel formulas by nesting functions like IF, IFERROR, SUMIFS, and COUNTIFS.

Forecast trends and outcomes using Excel's built-in forecasting tools. Consolidate data from multiple sources using the consolidation tool. Perform goal seeking and scenario analysis to model different outcomes. Automate repetitive tasks by recording and running macros, adding buttons to run macros with a click.

The course will include practice with real-world data sets to provide hands-on experience with Excel's most advanced features. Upon completion, you'll have expert-level Excel skills to streamline data analysis and reporting for business insights.

Course length: 3 – 12 hours

Topic list (can be customized to your preferences and projects)

- Advanced Pivot Table:
- Calculated Fields, Pivot Charts, Grouping, Report Filters, Calculated Items, Design and more
- Data Modeling/Power Pivot
- Advanced Named Ranges
- VLOOKUP/HLOOKUP Function
- XLOOKUP Function
- IF Function and Nested Functions
- IFERROR Function
- FILTER Function
- SORT/SORTBY Function
- UNIQUE Function
- SUMIF(S), COUNTIF(S), AVERAGEIF(S)
- Forecasting
- Data Consolidation Tool
- Goal Seek Tool
- Scenario Manager
- Recording and Running Macros
- Adding Buttons to Run Macros From the Ribbon
- And more!