



MICROSOFT EXCEL INTERMEDIATE

Course ID : MSE-L1



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 7,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course is designed for beginner to intermediate level users of Microsoft Excel. Participants will learn essential Excel skills, including creating and applying calculation formulas, summarizing and managing data, and presenting information visually through charts and graphs. The curriculum is structured to enhance participants' proficiency and problem-solving skills for practical business applications.

Objectives

1. Understand the key benefits and practical applications of Microsoft Excel.
2. Create, edit, and format tables and worksheets effectively.
3. Perform basic and intermediate calculations using Excel functions.
4. Apply formulas to summarize and analyze different types of data.
5. Manage and organize data efficiently through sorting and filtering.
6. Create and customize bar, pie, and line charts for clear data visualization.

Target Audience

1. General users who wish to build a solid foundation in Microsoft Excel.
2. Individuals looking for a structured and practical approach to learning Excel.
3. Those interested in basic calculations and chart creation.
4. Participants who aim to present data clearly and effectively using basic graphs.

System Requirements

1. Windows 11 or Windows 10
2. Microsoft Excel | Microsoft 365.

TOPICS TRAINING

DAY 1 - Morning Session 9:00 AM – 12:00 PM

1. Getting Started with Microsoft Excel

- Understanding the main components and interface of Microsoft Excel

2. Microsoft Excel Capabilities

- Managing file views and organizing worksheets efficiently
- Reviewing and inspecting file details.
- Saving and exporting Excel files in different formats

3. Shortcut Keys for Efficient Work

- Navigating and managing large datasets quickly
- Selecting and formatting data using shortcut keys

4. Working with Dates

- Verifying and standardizing date formats
- Managing date input across different calendar systems

5. Automation with Auto Fill and Flash Fill

- Case Study: Splitting first and last names automatically
- Case Study: Generating automatic sequences

6. Creating Dropdown Lists and Dynamic References

- Setting up dropdown lists for data consistency
- Creating dynamic cell references for flexible data management



DAY 1 - Afternoon Session

1:00 PM – 4:00 PM

7. Formatting Cells for Content

- Applying cell formatting techniques for better readability
- Using conditional formatting to highlight important data
- Displaying negative values in red or with specific symbols
- Copying and applying formats quickly using Format Painter

8. Calculations in Microsoft Excel

- Understanding calculation operators and order of operations
- Referencing cell, worksheet, and workbooks accurately
- Using IF formulas to apply conditional logic
- Locking and referencing cells with the \$ symbol

9. Calculation Formulas in Microsoft Excel

- Common formulas: SUM, AVERAGE, MAX, MIN, COUNT, and COUNTA
- Text functions: LEFT, MID, RIGHT, LEN, UPPER, and LOWER
- Date functions: TODAY, YEAR, MONTH, DAY, and DATE
- Linking and referencing formulas across worksheets

 **DAY 2 - Morning Session** 9:00 AM – 12:00 PM

10. IF Formulas for Conditional Logic

- Case studies: Calculating grades and determining employee bonuses

11. Data Lookup with VLOOKUP

- Case studies: Searching for product, customer, and employee information using VLOOKUP

12. Creating Charts for Data Presentation

- Building and organizing data for effective chart creation
- Bar Charts: Comparing inventory quantities.
- Pie Charts: Creating 3D visualizations for market share distribution
- Line Charts: Visualizing monthly sales trends
- Dual-Axis Charts: Comparing sales values and profit percentages in a single chart

 **DAY 2 - Afternoon Session** 1:00 PM – 4:00 PM

13. Data Management in Microsoft Excel

- Sorting and organizing data efficiently
- Filtering data using Auto Filter

- Applying multiple filtering conditions
- Using the Top 10 filter to identify the highest and lowest values
- Applying customized data filtering techniques for specific analysis needs

14. Tips and Techniques for Microsoft Excel

- Using the Text to Columns tool to split and organize data
- Creating automatic and custom lists for faster data entry
- Adjusting date and time settings to prevent data errors
- Copying formula quickly across large datasets
- Applying automatic numbering techniques for efficient data management

15. Security Settings

- Setting passwords to protect Excel files.
- Securing worksheets and workbooks from unauthorized editing



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Tel 02-219-4304



training@9expert.co.th



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