Microsoft Excel Level 2

Syllabus Agenda

Description

In humanitarian settings, data processing plays a pivotal role to support decision-making and coordination of the response. To ensure that humanitarian interventions are aligned with the needs on the ground, data from various sources needs to be consolidated, cleaned, and analysed to create actionable insights. Microsoft Excel is a powerful tool that is used to organize data, perform calculations, analyse information, and represent data in a visual format.

This course aims to provide intermediate-level knowledge of Microsoft Excel usage for data analysis. The course will help participants understand how to use complex functions such as IF, IFSUM, XLOOKUP, VLOOKUP, and INDEX + MATCH for data processing. Participants will learn how to create and edit pivot tables for data analysis. Creating and editing pivot charts, as well as slicers. In addition, participants will learn how to create drop-down lists and linked drop-down lists to easily filter and select data.

The training is envisioned as an interactive and practical session with space for participants to ask questions and engage with the exercises.

Pre-requisites
Laptop, MS Excel License, Understanding of materials from Level 1
Length
4 hours 30 minutes
Language
Ukrainian
Location
Online (MS Teams)/Offline

Training Goal:
Develop the practical skills of Microsoft Excel using during data analysis and visualization.

Training Objectives:
- Learn about advanced Excel functions like IF, IFSUM, XLOOKUP, VLOOKUP, and INDEX + MATCH for fast data processing.
- Learn how to create and edit pivot tables for data analysis.
- Learn how to create pivot charts and add slicers.
- Understand how to create drop-down lists and linked drop-down lists.

What you can do after the training:

- Master advanced functions for data manipulation.
- Create and format pivot tables to analyze datasets.
- Generate and customize pivot charts for data representation.
- Use slicers to filter and interact with pivot table data easily.
- Implement drop-down lists for streamlined data input.

Microsoft Excel

(10.00 am – 14.30 noon)

10.00 – 10.15	Introduction, Objectives and Setup
10.15 – 11.15	Advanced functions IF, SUMIF, COUNTIF, INDEX+MATCH, XLOOKUP, VLOOKUP
11.15 – 12.15	Pivot Tables and Pivot Charts
12.15 – 12.45	Break
12.45 – 13.30	Slicer and its function
13.30 – 14.15	Cells and Worksheets Protection and Drop-Down Lists
14.15 – 14.30	Final Q&A and Closing Remarks