



Crystal Lean Solutions

**Training**  
Academy

# Intermediate Excel



## Intermediate Excel

<b>DURATION:</b>	1 Day
<b>ACCREDITATION:</b>	Crystal Lean Solutions
<b>COURSE CODE:</b>	1094

### AIM:

This programme aims to enhance participants' existing Excel skills by introducing intermediate-level tools and techniques that improve data management, analysis, and presentation. Learners will gain confidence in using formulas, functions, and data analysis tools to make informed decisions efficiently.

### OBJECTIVES:

At the end of the course, learners will be able to:

- ✿ Analyse data using intermediate Excel functions, including IF, VLOOKUP/XLOOKUP, and conditional formatting.
- ✿ Design and customise charts and tables to communicate data insights effectively.
- ✿ Implement data validation and worksheet protection to ensure data accuracy and integrity.
- ✿ Summarise and interpret large datasets using sorting, filtering, and PivotTables.
- ✿ Increase productivity by applying time-saving tools such as named ranges, Quick Analysis, and keyboard shortcuts.

### THIS PROGRAMME IS FOR:

This programme is designed for individuals who already have a basic understanding of Microsoft Excel and wish to advance their skills. Ideal participants include Continuous improvement specialists, administrative staff, analysts, team leaders, and professionals who use Excel regularly for data organisation and reporting.

## **PROGRAMME CONTENT:**

### **1: Review of Key Basics**

- Quick recap of essential Excel concepts
- Working efficiently with cells, ranges, and worksheets

### **2: Working with Formulas and Functions**

- Relative vs absolute cell references
- Using logical and lookup functions (IF, AND, OR VLOOKUP/XLOOKUP)
- Text and date functions

### **3: Managing and Analysing Data**

- Sorting and filtering data
- Creating and customising tables
- Using conditional formatting for data visualisation
- Data validation techniques

### **4: Pivot Tables and Charts**

- Creating and modifying Pivot Tables
- Summarising and grouping data
- Creating Pivot Charts and standard charts
- Formatting and customising chart visuals

### **5: Productivity Tools and Best Practices**

- Named ranges, templates, and quick analysis tools
- Worksheet protection and data security basics
- Useful shortcuts and tips for efficiency

### **Wrap-up and Q&A**

- Review of key learning points
- Open Q&A and learner reflection

<b>ASSESSMENT:</b>	None
<b>GRADING:</b>	Not Applicable
<b>PROGRAMME DELIVERY:</b>	Classroom
<b>TOTAL DURATION OF THE PROGRAMME INCLUDES:</b>	1 Day
<b>CERTIFICATION CRITERIA:</b>	Completion of all training days on programme
<b>CERTIFICATION BODY:</b>	Crystal Lean Solutions
<b>RECOGNITION OF PRIOR LEARNING (RPL):</b>	N/A
<b>PRE-REQUISITE:</b>	None

**OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:**



- ✿ Rapid Problem Solving
- ✿ A3 Problem Solving
- ✿ Human Error Problem Solving
- ✿ Leadership Training
- ✿ Presentation Skills
- ✿ Teamwork & Conflict Management
- ✿ Lean Six Sigma Yellow Belt
- ✿ Lean Six Sigma Green Belt