
EXCEL INTERMEDIATE COURSE

ABOUT THE COURSE

The next level in your journey with Excel. This course covers many of the intermediate elements of Excel, teaching the delegates excellent skills that build on the foundation of what they know already. More of the amazing Excel tools are shown moving beyond the fundamentals. Many shortcuts and useful tips and tricks are covered. This course covers a vast array of topics, one of the most popular being Charts. The course also ventures further than the basic formulas, the learner will be shown how to use dynamic formulas, as well as audit a formula when there is a problem.

WHO SHOULD ATTEND

A person that may have been using Excel for years but feels there must be more. The user that needs faster and better ways of working on Spreadsheets. A user that has gone beyond the basics who feels comfortable and confident with working in Excel.

DURATION – 1 DAY

SUMMARY OF KEY TOPICS COVERED

Manipulate Columns and Rows (Inserting, Deleting, Freezing, Splitting)

Comments

Formulas

Formula Auditing

Percentages

Absolute references

Using the function library

Outlining a spreadsheet

Grouping multiple sheets

Templates

Importing data

Inserting charts

Creating a Combination Chart

Sparklines

Sorting data

The Illustrations Group