



Microsoft® Excel

Course Outline

Intermediate Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® Excel's capabilities. On completion, attendees should be able to identify quickest and best practice procedures and be competent using more of the formulas, tools and features that Excel has to offer.

Who should attend?

1. Users who have previously attended an introduction / improver level course
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who wish to update or add to existing skills and pick up new tips and shortcuts

Prerequisites

Delegates attending this course must have previous experience using Microsoft® Excel. An understanding of basic formulas and formatting options would be an advantage.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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|---------------------------------------------|------------------------------------------|
| ● Quick review of basic formulas | ● Text formulae for changing case |
| ● Calculating / linking multiple worksheets | ● List management & freezing panes |
| ● AutoFill & creating custom lists | ● Custom sorting & filtering |
| ● Formatting and calculating dates | ● Introduction to pivot tables |
| ● Conditional formatting – Format painter | ● Using IF functions / IF statements |
| ● Percentages & Absolute Cell Referencing | ● Creating & managing comments |
| ● Using paste special & paste link | ● Average, min, max, count, counta (etc) |

Benefits to the individual and organisation

- ✓ Competently build, manage and develop your own professional spreadsheets
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again