Microsoft Excel Training - Intermediate

This intermediate Microsoft Excel training course is suitable whatever version of Excel you use, from 2003 – 2013. By the end of this course, you will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features.

This workshop is delivered by a highly experienced Excel trainer with many years of experience. This is a hands-on course which is limited in numbers to ensure each delegate receives training tailored to meet their needs. Each person will leave with lots of practical Excel experience ready to put into immediate effect in their workplace. Once you have completed this course you will be ready to move onto our Advanced Excel training workshop.

This course is instructor led, involving the use of numerous examples and exercises in a workshop environment in order to allow you plenty of time to practice and consolidate your learning.

This Excel training course assumes that delegates have a basic understanding of Windows. Additionally, you should have an understanding of concepts covered in the Introduction to Excel Training course. These include creating workbooks, using AutoFill and AutoSum, constructing formulae, Absolute Cell References and formatting worksheets.

Course Objectives:

By the end of this course, students will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features.

Having practiced all of these new skills extensively during the course you will be able to hit the ground running on your return to the office and should be able to complete your Excel work far more quickly.

Delegates will learn:

- Review exercise formulas and functions
- Worksheet techniques
- Data Linking
- Creating Charts
- Charting Techniques
- Special Pasting
- Conditional Formatting
- Hyperlinks
- Sorting Data
- Working with tables

Delegates are asked to bring their own laptops. Laptops are available to hire for a nominal fee.

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1 Day Course