



Intermediate Excel

Make the most of Excel and empower your spreadsheets



Learning with a difference...

Benefits

- Powerful spreadsheets that work harder for you
- Pin point obscure and exceptional results
- Produce accurate results and information instantly

Course content

- Tips and tricks: deliver more in less time
- Work and calculate with dates for example to obtain delivery dates, durations between dates
- Use formulas to determine answers: understand the IF and VLOOKUP formulas
- Learn ways to work with large spreadsheets easily both on and off the screen
- Protect your spreadsheet and control changes made
- Uncover Excel's database features: sort and filter data
- Create flexible and interactive reports using PivotTables
- Identify and highlight specific data with conditional formatting
- Restrict the values entered with validation
- Produce more advanced charts: pie of pie charts, waterfall charts, multiple categories and much more...

Course overview

A comprehensive course focusing on a variety of popular features within Excel, allowing you to create powerful and compelling spreadsheets.

Develop your formula knowledge, creating diverse and effective formulas to ascertain values for you. Embrace the versatility of PivotTable reports to quickly summarise large volumes of data. Learn numerous shortcuts and best practises, enabling you to work with Excel smoothly and swiftly to generate more with less effort.

Over the two days you will explore Excel thoroughly, consolidating and reinforcing your skills with practical exercises, so you can apply them to your work immediately, with amazing results!

Duration

2 days
9:30 - 16:30

Refreshments are provided on arrival, mid morning and mid afternoon.
A buffet style lunch is also provided.

Book Now

Call our Sales team on

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

"You learn something everyday if you pay attention"

- Ray LeBlond

Other courses we offer

- Excel Professional
- Statistics with Excel
- Introduction to Access

What our customers say about our courses

"The pace was perfect and my head wasn't 'spinning' afterwards"

"Thanks for a really useful and enjoyable course"



People Productivity &
Specialist IT Training



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