



Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

# Microsoft Excel Intermediate

## Course Outline

### Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment and have a basic understanding of Microsoft Excel such as entering and modifying data/text values, Basic formulas, formatting cells, inserting and deleting columns etc. Candidates should also have a basic understanding of File Management and the saving procedure.

### Aim:

On completion of this course you will be able to confidently build on the basics of Microsoft Excel. This will include the use of additional functions and formulas, working across multiple worksheets, data lists and filters and a variety of Excel database functions.

### Course Content:

- Various formula and functions
- Formulas across worksheets
- Basic Excel database construction
- Filtering and advanced filtering
- Sorting data and sub totalling
- Managing multiple worksheets
- Using workspace files

Course content may vary depending on existing or prior knowledge of Excel by the candidates and may be adjusted accordingly for the benefit of course candidates.

### Times and Refreshments:

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

