



Introducing – Microsoft

Excel Intermediate Course

Online Delivery

8th of June 2023

What's Involved:

This course is intended for those who have experience of Excel or have previously completed the beginner's course. The course covers the following:

- Worksheet management – comparing/moving/copying
- Conditional Formatting
- Linking excel data
- Paste Specials
- Freezing/Hiding Rows/Columns
- Absolute Cell Referencing
- Working with Formulas (SumIF, CountIF, CountA)
- Working with Date and Time Functions
- Sorting Data
- Filters & Advanced Filters
- Creating sub-totals
- IF and nested IF Functions
- V Lookups & H Lookups
- Creating and formatting Charts
- Pivot Tables

Lots of time for interaction with the tutor.