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Microsoft Excel Intermediate

Introduction Microsoft Excel is one of the world's leading Windows spreadsheets, combining worksheet, graphics and database functions with sophisticated presentation facilities.

Objectives To build on existing skill in creating, editing and using formulae and functions in spreadsheets. To be conversant with tools such as Goal Seeker and Database.

Designed for Existing users of Excel. Participants should have attended our "Excel Introduction" course or attained a similar level of proficiency.

The combined material covered in the Excel Introduction and Excel Intermediate will provide delegates with the necessary knowledge to sit the ECDL Module 4 – Spreadsheets or the MOS Excel Core exam.

Duration One day

Topics **Review of basic skills**

- Worksheets
- Writing formula using the mouse
- Right mouse button menus

Using the Function Wizard

- IF functions, Date functions

Absolute cell references

Multiple page spreadsheets

Charts

- Creating bar and line charts from the worksheet
- Chart ranges, legends, titles
- Chart enhancements with text, colour and shapes
- Advanced charting techniques

Database

- Creating a database
- Filtering records
- Sorting information
- Subtotals

Range Navigator

- Naming ranges
- Using Range Navigator

Auditing Toolbar

Printing

- Basic skills - ranges, headers, footers, page breaks
- Printing charts separately and with data
- Printing Titles
- Page orientation and compression

Follow-up Microsoft Excel Advanced - 1 day
Microsoft Excel Introduction to VBA programming - 1 day

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