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Short Course:

## EXCEL TRAINING: INTERMEDIATE LEVEL

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### WORKSHOP OUTLINE

- // Getting Started On Excel
- // Problem Solving With Excel
- // Designing a Spreadsheet
- // Move Data Between Worksheets
- // Formulas
- // Creating a Chart
- // Formulas and Functions
- // Formatting
- // Basic Formula in Excel
- // Subtotals
- // Headers and Footers
- // Evaluate a Spreadsheet
- // What-If Scenarios
- // Viewing Options
- // Special Functions
- // Templates
- // Testing Formulas

### QUALIFICATION OUTCOME

The Microsoft Excel Intermediate Level Training is designed to provide and equip individuals with the ability to use basic formulas, develop charts, use special functions and to be able to test Excel formulas. This course is designed for those who have basic knowledge and the fundamental skills of Microsoft Excel, therefore in doing this course the individual will be equipping themselves with a greater understanding of Excel and the many more features and properties it possesses.

At the end of this course the individual should be able to perform all fundamental Excel operations easily and be able to make use of formulas, IF statements, chart creation and execute special functions amongst other various Excel disciplines. Upon successful completion of this course the individual will then be eligible to commence with the advanced Excel Training.



### GET IN TOUCH