

Course: EXCEL

Level: Intermediate

Duration: 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

Suitable for:

Individuals who already have a basic knowledge of this software or those who wish to transfer their skills from any other spreadsheet package.

Pre-requisites:

Excel beginners course or knowledge of similar spreadsheet packages.

Course objectives:

To teach the more in depth features of this spreadsheet package for work or home use.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

Syllabus includes:

- Defined Names
- Sort Data and Remove Duplicates
- Excel Tables
- Chart Basics
- Chart Design
- Chart Layout
- Chart Format
- More About Charts
- Introduction to Functions
- Date Functions
- Logical Functions
- Information Functions
- Financial Functions
- Find and Replace
- Headers and Footers
- Adding Comments
- Conditional Formatting

Suitable follow on courses:

Excel 2010 Advanced courses

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