



Microsoft Excel Intermediate

What you'll learn

- ✓ Advanced File Tasks
 - ★ Adjust file properties and security for effective management your workbook
- ✓ Working with Formulas and Functions
 - ★ Demonstrate a range of functions and formula use along with formula controls
- ✓ Managing Tables in Microsoft Excel
 - ★ Format spreadsheet data as a table and demonstrate its added functionality
- ✓ Data Tools in Excel
 - ★ Demonstrate the use of Data Validation tools, Consolidating files and Removing Duplicates
- ✓ Doing More with Charts in Excel
 - ★ Insert Charts, add and customise their elements, styles and themes
- ✓ Sparklines
 - ★ Analyse figures and trends by creating and customising Sparklines in your spreadsheet

What does our Excel Intermediate course cover?

Start to Get Really Productive!

If you have a basic understanding of Microsoft Excel and want to take your skills further in a short space of time, this is the course for you.

Even if you think you know some of the subjects, you'll probably discover some shortcuts or new insights that will help you in the future.


Of course, you should have a good working knowledge and understanding of what's covered in the Introduction course.

This Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.



Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Excel skills?



Course content for Microsoft Excel Intermediate

- 1  **1 - Advanced File Tasks**



 - » Saving and File Management
 - » Converting and Encrypting Files
 - » File Properties and Digital Signatures
 - » File Accessibility and Compatibility


- 2  **2 - Working with Formulas and Functions**



 - » Formulas with Absolute References
 - » Autosum Functions (SUM & AVERAGE)
 - » IF and Nested Functions
 - » Working with Named Ranges
 - » Array Functions (SUMIF & AVERAGEIF)
 - » Formula Auditing
 - » Text Functions


- 3  **3 - Managing Tables in Microsoft Excel**



 - » Creating Excel Tables
 - » Working with Records and Filters
 - » Advanced Filters


- 4  **4 - Data Tools in Excel**


 - » Text to Columns
 - » Flash Fill
 - » Remove Duplicates
 - » Data Validation
 - » Consolidate


- 5  **5 - Doing More with Charts in Excel**

 - » Trendlines
 - » Error Bars
 - » Working with Axis Options
 - » Advanced Chart Formatting


- 6  **6 - Sparklines**

 - » Creating Sparklines
 - » Editing Sparklines





This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

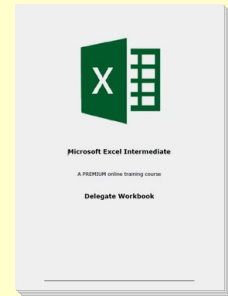
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel Intermediate course

Formulas & Functions and More

Take your Excel skills to the next level with formulas & functions, tables, spreadsheet data tools and charts.

We start you off with advanced Excel file tasks, then move on to working with Functions and Formulas.

You then learn how to manage Tables, Data Tools and Charts, and finish with a great feature called Sparklines.

Your Excel skills will now enable you to produce impressive spreadsheets with little effort.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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