Excel Intermediate

Overview

The following are suggested topics for this level of the package:

- Revision of introductory topics
- Understanding Page Set Up
- Named Cells and Ranges
- Working with multiple sheets – linking and 3d formulae
- Excel as a database – how to create a list
- Sorting information
- Using Auto filters
- Subtotalling
- Introducing pivot tables
- Charts – creating and modifying graphs and charts
- Introduction to functions – calculating averages, counting information and text functions
- Outlining and Grouping
- Conditional Formatting
- Paste Special Functions
- Freezing and splitting your screen

How to book
To book this training please contact WorkforceDevelopment@southend.gov.uk

Need Identified: This course has been designed for regular Excel users who would like a better understanding of the analysis tools available and some advanced functions.

Desired Outcomes: Knowledge of how to create and customise your own macros and utilise Excel's auditing tools.