EXCEL INTERMEDIATE

In an Intermediate Excel class your team will learn functions and techniques to help minimise data processing time and maximise their efficiency in Excel.

What's Included?

THE CLASS
- 1 Full day of interactive, personalised learning delivered by a Microsoft Certified Excel Expert and qualified trainer
- Discussion, hands on activities, printed reference material and practice files

Although our standard courseware is pre-set, the topics we cover are flexible and allow for queries specific to the participants work to set the direction of the class, ensuring maximum relevance.

THE VENUE
Courses can be delivered on-site, if you have the facilities or at our dedicated training venue (The IVC, 19 Young Street Adelaide click here view). Courses delivered at the IVC include a computer lab training room with seating and computers for up to 16 participants, morning tea and all day coffee making facilities.

What's Covered?

In our Intermediate Excel Class we introduce Excel tools that summarise and manipulate data, we teach our students to confidently create dynamic formulas with structured referencing and we focus on building our students understanding and confidence using Excel functions.

Data Manipulation Techniques
- The Fill Handle
- Filling a Series
- Custom Lists
- Flash Fill
- Data Manipulation Formulas

Formula Referencing (Relative/Absolute)
- Relative Referencing
- Absolute Referencing
- Mixed Referencing

Understanding Calculation Functions
- Mathematical Operators
- Comparison Operators
- Functions with Autosum
- The Function Builder
- Order of Calculation

Logical Functions
- Comparison Operators
- Understanding IF, AND & OR
- Combining Logical Functions

Defined Names
- Naming Cells & Ranges
- Dynamic Calculations with Named Ranges
- Working with Tables

Conditional Formatting
- Rules to Highlighting Cells
- Heat Maps
- Icon Sets
- Formatting with Formulas

Simple & Compound Filters
- Applying a Filter
- Filtering for Items
- Filter using Criteria
- Compound Filters
- Subtotalling

Charting
- Creating various Chart types
- Chart Formatting
- Customising Chart Elements
- Using Quick Analysis

THE COST
The cost of a full day standard Excel training course is $1,200.00 (+GST), which includes:

- Flexible face-to-face delivery of Excel Intermediate training for up to 16 participants
- Access to course files, instructional videos, reference sheets and bonus material after the class via our online learning portal
- Certificate of Completion for each participant

An additional fee for venue hire may be applicable.

- *Prior completion of an Excel Beginner course or equivalent experience recommended*