



Excel-Intermediate (Part-Time)

Following on from the Excel Beginners course, you will develop and expand your skills in using the software. The course will teach more powerful features like creating forms and creating and formatting charts.

Progression routes are available and all individuals who wish to increase their Microsoft Excel knowledge may wish to enrol on Excel Advanced course.

Course content includes:

- Explore the various user interface elements
- Use the Microsoft Excel galleries
- Customise the interface
- Using templates
- Using additional functions
- Using customised Printing facilities

Entry Requirements

There are no entry requirements. However, it is recommended you have completed the Excel Beginners course or have a basic understanding of using Microsoft Excel.

Course Modules

Assessment

Internally assessment via controlled tasks and producing a portfolio of evidence

STUDY MODE

PT

LOCATION

COURSE LENGTH

1 day