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Microsoft Excel Intermediate Course

Course Duration

1/2 Day (Approximately)

Time

09.00 – 14.00 or
11.00 – 16.00

Course Description

Microsoft Excel is an application that can be used as a spreadsheet, database, or creating charts and graphs. The spreadsheet allows you to perform calculations and create formulas and functions that automatically calculate answers. The advantage of using formulas and functions is that when data in the worksheet changes, all the answers recalculate. This feature assists you in your business work whether you are running finances or stock control sheets.

Course Benefits

The course will provide delegates with:

- ∞ A Initial understanding of Microsoft Excel
- ∞ More productive workflow in the work environment
- ∞ Make the best of shortcuts in Excel and use tools and features better

Course Objectives

Upon successful completion of this course, delegates will have covered:

- ∞ Charts and Graphs Intro
- ∞ Working with larger spreadsheets
- ∞ Formulas across spreadsheets in a workbook
- ∞ Sort and Filter Data
- ∞ Create a Template
- ∞ Outlining

Prerequisites

Delegates should have a basic understanding of Microsoft Excel, two screens hopefully with MS Excel installed.

Locations

Generally Delivered via Teams or Zoom

In-House at client's premises, by prior arrangement.
At training facilities in Dunfermline, Fife

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