

Microsoft Excel: Intermediate

Course Overview:

In this course you will be taught how to not only develop spreadsheets using formulas and formatting but will be shown how to create charts ensuring you leave with a comprehensive knowledge of how to make Excel work for you.

What's covered in the course:

- What is Microsoft Excel.
- File formats and columns and rows.
- Working with formulae.
- Creating multiple views.
- Formatting and editing worksheets.
- Printing and page setup.
- Using functions.
- Charts.
- Formula auditing.



This course duration is approximately 6 hours (1 day)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom
- eLearning



The assessment is online and has 20 questions.



A stable internet connection is required to access the virtual classroom and exam.

