



Tasmanian Training Institute

Microsoft Excel Intermediate

Course Details

- Half-day program
- 9:00 am to 12:00 pm or 1.00 to 4.00 pm

This Intermediate Microsoft Excel training class is meant for participants who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles. Basic Excel experience is required for attending this course. Excel training will be based on the latest version of Microsoft Office.

Course Overview

Welcome and Introductions

Advanced Formulas

- Use of standard in-built formulas, including IF, AND, OR, LOOKUP, VLOOKUP, HLOOKUP, TRIM, CONCATENATE, LEFT, RIGHT, MID, DATE, NOW, TODAY, SUMIF, COUNTIF, AVERAGEIF, use of named cells, and more.....

Working with Data

- Combined Labs and Lessons covering, converting lists to a table, removing duplicates from lists, sorting and filtering data in lists, grouping and ungrouping data, and adding subtotals.

Working with Tables

- Combined Labs and Lessons covering formatting Data as a Table, move between Tables and Ranges, modify Tables, define Titles

At course completion

After completing this course, students will be able to:

- Learn to use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.

Course Fees per participant: \$375.00 (+GST)

Please contact our IT Trainer, Mr James Eaves for more information, if required.

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