



Excel Intermediate - One Day Course

Inspiring Lives, Discovering Futures

The Course

In brief...

This course has been developed for those who have basic knowledge of Microsoft Excel and wish to become familiar with its more advanced features.

What the Course Leads to

What courses can I do after this?

On completion of the Excel Intermediate Course you can progress onto the Advanced Excel course at The College.

What do I need to apply

To do this course you should have...

To join this course we recommend that you should have a basic knowledge of Excel, i.e. have attended an introductory course or be familiar with and able to use the majority of topics listed in the introductory course contents.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
TFLXPZ5189	Various	£185.00	£185.00	£185.00

* Please note fees are subject to change.

Costs

Start date of Thursday 12th May 2022

£185 per delegate which includes refreshments during the day.

Course Content

Course Content

The course content will include:

- Work with multiple worksheets and workbooks
- Apply conditional formatting
- Name cells and ranges
- Sort and filter data
- Understand common date functions
- An introduction to the VLOOKUP function - when and how to use it

Key Information

Duration

1 Day

Attendance

Part-time

Level

Other Courses

Qualification Name

College Certificate

Awarding Body

Bournemouth & Poole College

Curriculum Area

Business, Digital, Leadership & ESOL - Leadership & Management

- An introduction to the IF function, including SUMIF and COUNTIF
- Format and modify charts

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

