

# MSC Computer Training

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## Training Course Specification

**Course: Excel Intermediate Module 2 (Versions 2007 to 2016)**

**Duration: 2.5 hours**

**Aims and Objectives of the workshop**

To develop the use of excel using formulae and build upon basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features

At the end of the workshop delegates will feel confident about using complex formulae in excel spreadsheets

**WHO SHOULD ATTEND:**

People who are fully conversant with using formulae in an excel

**EXPERIENCE NEEDED:**

Delegates should be familiar with creating and working on Excel spreadsheet files.

### Course Content<sup>1</sup>

Relative and Absolute references

If statements and Nested If statements

If/And If/Or statements

More complex statements such as SumifS

Advanced Autofilter

Protecting Formulae and/or worksheets

Creating and manipulating Graphs

Related courses: Excel Introduction, Excel Advanced

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<sup>1</sup> You can choose from the list to create your own course