

Training Course Specification

Course: Excel at Intermediate Level Module 1 (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 multi sheet spread sheets

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 Content¹

Relative and Absolute references

Working With Multiple Sheets

- Renaming Sheets
- Group Formatting
- Copying Formats To 'Selected' Sheets
- Linking Formula Between Sheets
- 3-D Formulas

¹ You can choose from the list to create your own course