

MS Excel Intermediate Training



This course will give self-taught users a comprehensive all round knowledge of Microsoft Excel. Advanced users will gain the tools and techniques required to utilize MS Excel to its full potential and beyond!

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Investment per delegate: R1, 824 Incl. VAT

Assessment per delegate: R285 incl. VAT

Duration: 1 Full day

Registrations: 08h30 – 09h00 / Duration: 09h00 – 16h30

Who should attend? Users who are familiar with the basics of MS Excel but require knowledge of more advanced features.

Highlights

- File formats, columns and rows.
- Working with formulae.
- Creating multiple views.
- Formatting and editing worksheets.
- Defining the print and page setup.
- Using functions (Sum, AutoSum, Average, Max, Text and Conditional Formatting).
- Creating and editing charts.