



A Better Way To Work

Soft@ware
Learning



Microsoft®

Excel Intermediate

(Versions 2010 , 2013 , 2016)



Course Outline

1 Day Course

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a very powerful and flexible tool for organising and analysing data. Excel's functionality and popularity have made it an essential component on computers in countless organisations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel you can do a wide range of tasks, from building basic spread sheets, to performing advanced data analysis. If you start at the beginning and work your way up, it won't be difficult to learn and work with Excel at any level you want.

Because of its layout and widespread availability, it is often used as a tool to create and maintain a list. More seasoned users use it to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

DELIVERY OPTIONS

In-house workshops

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

Consultancy

Ideal for individual delegates who have specific requirements from the software, or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

OUTCOMES


This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks. Upon completion of this course, students should be able to use advanced techniques to manage, manipulate and analyse complete data.

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: **1300 139 126** or www.prioritymanagement.com.au



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OUTLINE INCLUDES

<p>BRIEF REVISION OF EXCEL FOUNDATIONS</p> <ul style="list-style-type: none"> • Basic formulae • Conditional Formatting • Hiding & Displaying 	<p>CHARTS</p> <ul style="list-style-type: none"> • Secondary Axis • Chart Tools
<p>FORMULAS & FUNCTIONS</p> <ul style="list-style-type: none"> • Creating/copying formulas • Relative/Absolute cell referencing • Using Insert Function button • Using nested functions • Using TODAY /DAY/MONTH/YEAR/NOW • Using SUMIF/RANDBETWEEN • Using COUNT/MAX/MIN/AVERAGE • Using CONCATENATE/TRIM • Using VLOOKUP • Using IF 	<p>MANIPULATING DATA</p> <ul style="list-style-type: none"> • Inserting/Deleting rows & columns • Resizing rows & columns • Freeze panes • Inserting Comments • Printing comments • Using the Series function • Creating Custom Lists • Creating a chart with a secondary axis
<p>NAMED RANGES</p> <ul style="list-style-type: none"> • Naming a range or cell • Rules for naming cells and ranges • Named ranges within formula • Creating named ranges automatically based on cell values • Deleting named cells/ranges • Filters & Lists 	<p>DATABASE & LIST MANAGEMENT</p> <ul style="list-style-type: none"> • Sorting data by multiple columns • Creating/removing Subtotals • Using Auto-filter • Using Advanced filter
<p style="text-align: center;">Previous attendees were asked</p> <div style="display: flex; align-items: flex-start;">  <div> <p>For you, what was the most valuable aspect of the course?</p> <p>“I loved all of it, it’s great to know how much Excel can do. I can’t wait for the Advanced Level”</p> <p>“I found the course perfectly suited to the level I was at. Being able to practise with the exercises was invaluable”</p> <p>“The shortcuts will come in very handy, overall a great course that will help with my current role”</p> </div> </div>	

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