

Excel – Intermediate

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Excel this session reviews basic functions and tools required to perform calculations, then looks at common analysis functions and using Excel to manipulate data. Also covers basic graph creation. ***Users need to be familiar with basic formula creation.***

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Absolute Cell Referencing
- Review of Common Functions
- Range Naming
- VLOOKUP
- IF Function
- Using Excel as a Database
- How to set up an Excel Database
- Sorting
- Auto Filters
- Conditional Formatting
- Creating Graphs
- Changing the Components
- Changing the Chart type