



# Excel Intermediate

# Course Content



## General Outline

This course goes beyond the basics and focuses on **easier and more powerful ways to 'massage',** manipulate and report your data.

After a revision of the important basics and shortcuts, how to work with large spreadsheets more efficiently and how to analyse raw data are some of the important features covered.

Many shortcuts and time-saving techniques used in managing and working with spreadsheets are covered.

## Detailed Course Outcomes

- ◆ Revise the basics and shortcuts.
- ◆ Make formulas update automatically when adding new data.
- ◆ Use filters to easily see and analyse the data you want.
- ◆ Manipulate data more easily—find duplicates, split data, etc.
- ◆ Create cell name ranges to make formulas easier.
- ◆ Group and outline large data to summarise it easily.
- ◆ Use sheets, calculate across sheets and link to files.
- ◆ Easily sort and arrange data and use SubTotals on raw data.
- ◆ Create powerful reports with PivotTables.
- ◆ Use styles and comments to communicate and format.
- ◆ Format charts better to improve presentation.

## Client Reviews

"Didn't know you could do half that stuff with Excel. Will make my reporting much easier. Thanks Mark!"  
*Olivia, Accounts*

"Excel is not as hard as it looks."  
*Meredith, Senior Customer Service Officer*

"Have taken away some great ideas for setting up my templates better."  
*Jamie, Asset Manager*

"I reckon I'll save about 2 hours a day with this new stuff I didn't know!"  
*Kylie, Fleet Manager*

"Thanks for answering all my questions. Made so much more sense."  
*Robyn, Bookkeeper*

"Where have these shortcuts been all my life? Will save heaps of time."  
*Arthur, Maintenance Planner*

## Delivery & Duration

- ◆ 1 day public course, OR  
3 x 1-hour online OR  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/1-excel-intermediate/](http://classtraining.com.au/coursedates/1-excel-intermediate/)

## Prerequisites

CLASS Training Excel Basic course or previous experience with Excel is highly recommended.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of webinar.
- ◆ After-course support.

## How to Book

- ◆ Phone: (02) 6041 2711
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
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