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 important basics and shortcuts.
- **Format charts better** with simple dashboards to improve presentation.
- Work with **data linked to graphs/charts** better.
- **Sort and manipulate data** more easily: change data, split and combine data, etc.
- **Make formulas update automatically** when adding new data.
- Use **cell name ranges** to create formulas more easily.
- Group and outline large data to **summarise** it easily.
- **Manage and copy sheets** using shortcuts, **calculate totals across sheets** and link to files.
- **Create, edit and format powerful reports** with **PivotTables**.
- Add new data and make **PivotTables reports update automatically**.
- Find **duplicate data**, view documents side-by-side.

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

CLASS TRAINING

Delivery & Duration

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

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