

ClearCut

IT TRAINING

Excel Intermediate

This course seeks to improve proficiency with Microsoft Excel. It includes working with multiple worksheets, adding database capabilities, split screens and more Excel functions.

It also takes charting a step further and introduces passwords to Excel.

Key Topics

- Creating, renaming and deleting worksheets
- Navigating between worksheets
- Using 3D formula
- Using links in Excel
- How to edit existing charts
- Select and format chart elements
- Using chart elements and options
- Creating Sparklines
- How to use IF function
- How to use the VLOOKUP and HLOOKUP functions
- How to name cells and use named cells
- Sorting and filter tables
- Introduction to data forms
- Using database functions
- Introduction to Pivot Table

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