

Microsoft Excel Intermediate Course Schedule

Unit Standard: 116940

Course Schedule

1. Customizing Excel
2. Working with the View Tab
3. Freezing Panes
4. Changing Excel Defaults
5. Working with multiple Sheets
6. Adjusting ranges between sheets
7. The SUM function – using BODMAS
8. Understanding formula errors
9. Absolute referencing
10. The ROUND function
11. Statistical Functions (Count, Average, Max, Min)
12. Working with Templates
13. Advanced Formatting Options (number, date, currency, percentage)
14. Advanced Border Application
15. Evaluating Spreadsheets

Unit Standard: 258879

Course Schedule

1. Outlining Data
2. Hiding Workbooks, Sheets, Columns, Rows and Cells
3. Splitting your workbook
4. Conditional Formatting
5. Working with Comments

Unit Standard: 258878

Course Schedule

1. Tracking Changes
2. Creating a summary index
3. Controls and access to information
4. Using passwords to protect access
5. Applying named ranges
6. Formating cells to show text and numbers
7. Importing Text Files
8. Charting Information
9. Using a macro and pop ups
10. Data validation

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of
submitted POE's @ R250 pp*

Sankin Computer Training