Description

The online Microsoft Excel Beginner, Intermediate & Advanced course will provide learners with a core understanding of how to effectively operate and use the Excel spreadsheet software at an advanced level. Whether you need to learn the skills for work, fill the gaps in your CV or simply fancy learning something new, this Excel Advanced course is perfect.

Course Syllabus

Basic Level:

- Introduction to Spreadsheets
- Understanding Microsoft Excel
- Excel Workbook Windows
- Basic Spreadsheet Skills
- Excel Help System
- Opening and Closing Workbooks
- Understanding Workbook File Formats
- Creating New Workbooks
- Selecting Cells
- Auto Sum and Auto Fill Function
- Cell Referencing and Request
- Formatting Cells
- Formatting Numbers
- Placing Cell Alignment
- Cell, Rows and Columns
- Understanding Worksheets
- Editing, Copying and Moving Cells
- Page Layouts in Excel
- Proofing Workbooks
- Basic Options, Ribbons and Toolbar
- Final Assessment

Intermediate Level:

- Introduction to Excel Spreadsheet Intermediate Level
- Defining Names in Excel
- Sorting Data
- Using Excel Tables
- Filtering Data in Excel
- Understand Charts
- Chart Design Options and Tools
- Chart Format Tools
- Combo Charts
- Functions within Excel
- Understanding Date Function
- Information Functions
- Logical Functions
- Financial Functions
- Find and Replace
- Headers and Footers
- Adding Comments
- Conditional Formatting
- Final Assessment

Advanced Level:

- Introduction to Excel Advanced
- Using Text to Columns

- The Paste Special Function
- Data Validation
- Subtotals and Grouping
- Consolidating Data
- Scenario Analysis
- Data Tables in Scenario Analysis
- What-if Analysis
- Mats and Trig Functions
- Text Functions in Excel
- Using Lookup Functions
- Vlookups
- HLookups
- Using Statistical Functions
- Databse Functions
- Formaula Auditing and Error Tracing
- Hyperlinks in Excel
- Linking Data
- Understanding Pivot Tables
- Using Pivot Charts
- Workbook Properties
- Protecting and Sharing Worksheets
- Data Encrypting and Finalising Workbooks
- Understanding to Macros
- Custom Number Formats in Excel
- Using Custom Lists
- Working with Templates
- Tracking Changes in Excel
- Merging and Compare Excel Workbooks
- Final Assessment
- Microsoft Excel Software

This course relates to Microsoft 2013 software. In order to complete the course, learners should have their own copy of Microsoft Excel 2013. If learner does not own a copy of the software, Microsoft provide a free trial version of Microsoft Excel 2013.

Assessment

To assess the learners ability and knowledge to effectively understand the topics contained within the Microsoft Excel Basic, Intermediate & Advanced course, the course features a number of end of module interactive quiz questions.

Additionally, at the end of the course learners will also take an online multiple choice assessment test. This online multiple choice test is marked automatically so you will receive an instant grade and know whether you have passed the course.

Certificate

On successful completion of this Microsoft Excel Basic, Intermediate & Advanced course learners will receive a CPD Certificate of Achievement award from Oplex Careers.

This certificate will be produced in PDF format, hard copies of the certificate will be available at an additional fee of £9.99.

Course Format

This course is delivered online through eLearning. Learners of the course will receive instant access to our interactive student learning portal, which offers 24/7 access to the Microsoft Excel Basic, Intermediate & Advanced course.

Course Duration

The online Microsoft Excel Basic, Intermediate & Advanced course requires 90 hours to complete the course in full. This is only a guide to the learning hours required and it depends on how quickly an individual can absorb the information. The learning is online so it can be spread out over multiple sessions or done in one session.

Learners will have access to this course for up to 12 months from the date of joining. There is no time limit to complete the course during this period.