Intermediate Microsoft Excel

Sign Up

Intermediate Microsoft Excel | Boost Your Spreadsheet Skills

Take your Excel skills to the next level with this practical online course. Learn advanced formulas, data tools, and productivity features used in business environments.

This course builds on your basic Excel knowledge and introduces more advanced features essential for workplace data management. You will gain practical experience with formulas, conditional formatting, pivot tables, charts, and data analysis tools. Ideal for learners aiming to improve their spreadsheet efficiency and accuracy in business settings.

Why take this course on Excel?

Intermediate Excel skills are essential in today's data-driven workplaces. This course helps learners become more productive, accurate, and confident in managing and analyzing data with Excel.

What you will gain from this course:

- Use advanced formulas like IF, VLOOKUP, and nested functions
- Format spreadsheets for clarity and consistency
- Create and modify PivotTables and charts
- Manage large datasets efficiently across multiple worksheets

Master Spreadsheets, Charts, and Formulas for Smarter Office Work

Excel is more than just a place for numbers – it's a tool that helps you think smarter and work faster. In this course, you will learn how to:

- Build professional spreadsheets for budgets and reports
- Create visual charts that tell a story
- Use formulas to automate repetitive tasks

- Make data-driven decisions with confidence

Why Take This Course on Excel?

1. Excel Is Essential in Office Administration

Whether you're working in HR, finance, marketing, or general admin – Excel is the go-to tool for managing data, creating reports, and staying organised. Employers in office environments expect you to know it. This course teaches the skills that directly apply to everyday admin tasks.

2. It's a Skill That Makes Your CV Stand Out

Young professionals and students are entering a competitive market. With so many people applying for the same roles, adding Intermediate Excel to your CV shows that you're not just tech-savvy – you're job-ready. It proves you can handle responsibilities without extra training.

3. You will Actually Understand How to Use It

This isn't a boring theory-based class. It's a practical computer course designed for young people who want real results. You will learn how to:

- Use time-saving formulas and functions
- Create professional-looking charts and tables
- Build reports that impress managers
- Organise data like a pro

^ Description

The Intermediate Microsoft Excel Online Course goes beyond basic functions, helping you harness the power of Excel's advanced capabilities. You will learn how to work with pivot tables, advanced formulas, conditional formatting, and data analysis features. This course is designed for individuals who need to handle more sophisticated Excel tasks, enabling you to make better data-driven decisions in your work environment.

Course Content

^ Unit 1: Calculating data with advanced formulas

- Applying cell and range names
- Naming ranges automatically
- Using specialised functions
- Fixed referencing

Unit 2: Organising worksheet and table data

- Sort and filter data
- Excel built-in functions

Unit 3: Presenting data using charts

- Creating a chart
- Modifying charts
- Adding data to charts

Unit 4: Simplistic formulas

- MIN, MAX and AVERAGE
- COUNT, COUNT-A and COUNTBLANK
- Rounding

Unit 5: Inserting graphic objects

- Insert graphic objects
- Draw and modify shapes
- Ilustrate workflow using SmartArt graphics
- Add a background

Unit 6: Custom formatting

- Custom format numbers, dates etc.

Unit 7: Other functions

- Watch window option
- Text to columns
- Subtotal function
- Protection
- Set up calculations
- Types of errors

- Breaking links
- Data validation
- Hyperlinks

Unit 8: Dates

- Working with dates and time
- Dynamic dates and the TODAY and NOW functions

Unit 9: Formatting functions

- Conditional formatting
- Format painter
- Paste special

Unit 10: Reporting formula

- Pivot table
- Count using pivot tables and drilling down into detail
- Updating a pivot table with new data and adding multiple values
- Using calculated fields in pivot tables
- Removing or hiding subtotals, grand totals and filling blanks

Unit 11: Google sheets

- Google sheets

Accreditation

- Non-accredited: Short course only
- Duration: 2h 50m
- Delivery: Classroom/Online/Blended
- Access Period: 12 Months

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