



Business success through people

Microsoft Excel Intermediate to Advance

- Selecting Cells
- Filling Cells
- Statistical Functions
- Financial Function
- Lookup Functions
- Nesting Functions
- Workspaces
- Sorting
- Lists
- Modifying Charts
- Formatting Charts
- Customising the Work Area
- Advanced Formula Construction
- Pivot Tables
- Multiple File Linking
- Consolidating Data and Using Analysis tools
- Protect and Display Options
- Introduction to Macros
- Sharing Files
- Using Data Maps
- Importing and Exporting Data

Certificates will only be issued on successful completion of Assessment