

Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Excel Intermediate

This course includes the use of formula help tools to find and write formulas.

Pivot Tables to efficiently output reports to analysing data.

learn how to use rules to automatically format data to alert you and create a Table format to run totals.

What will I learn?

LESSON 1

Input data through multiple sheets by grouping sheets together.

LESSON 2

Using Insert Function to find the right formula.

LESSON 3

Writing statistical functions COUNTA and COUNTBLANK. Write a COUNTIFS to count entries based on criteria.

LESSON 4

Create a Table to organise and analyse data. Use Table tools to remove duplicates, run totals and add data.

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

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- ✉ Email us: info@go.courses

LESSON 5

Use Conditional Formatting to enable table's numbers to standout by using rules to change colour automatically.

LESSON 6

Analyse data with Pivot Tables.

LESSON 7

Create and manage a Pivot Table's layout.

LESSON 8

Control a Pivot Table's calculations and creating a Pivot Chart.