Microsoft Excel 2013

Intermediate Course – Working with your data

Course Outline

Recap of the Foundation Course
- Navigating and Selection
- Entering Duplicate Data
- Managing your worksheets
- Further Formulae Functionality

Analysing your data
- Data layout principles
- Sorting data
- Using the Auto Filter
- Using Comments

Page setup and printing
- Changing the margins
- Scaling the spreadsheet
- Using Headers & Footers
- Print Titles
- Page Break preview

Charts
- Creating a chart
- Editing a chart
- Formatting a chart

Is this the right level for you?
This course is suitable for delegates who have previously attended an Excel Foundation, the Developing your Skills course or feel confident entering and editing data, creating simple formulae, formatting and printing their worksheets. You now wish to find out what else Excel has to offer and wish to develop and build on your basic knowledge.

What will you be able to do?
The aim of the course is to provide you with further skills to enhance your efficiency and enable you to work with the data you have to get the information you require. You will be able to use advanced printing functionality and display your data visually to highlight trends.

Training Process
Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details
Email: training@firstpointconsultants.co.uk
Telephone: 01923 547420
Website: www.firstpointconsultants.co.uk

Duration
3 hours tuition

Course Reference
FCP/Excel 2013/Intermediate/HD02

Empowerment through training