

COURSE SYLLABUS

Course Code **EXCEL02**
Course Title **Intermediate Microsoft Excel**

Duration 4 hours contact time
 (One session is 2 hours)

Qualification media mount certificate of achievement

Training Level Intermediate

Prerequisites Basic use of using Microsoft Excel (see Introduction to Microsoft Excel course)

Summary This course will introduce the learner to more advanced features of Microsoft Excel and enable them to create a professional spreadsheet document which includes graphs and charts.

Price Price Category B
 Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Open and navigate Microsoft Excel's basic features
2. Create, save, edit, print and close a workbook
3. Create a simple spreadsheet using Excel's calculations and formatting

Topics

Module Application	Outline
Microsoft Excel	<ul style="list-style-type: none">• Adding and Deleting Worksheets• Renaming Worksheets• Print Areas• Functions• Conditional Formatting• Create a simple database• Sort database records• Filter database records• Adding, removing and formatting charts

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes