

Microsoft Excel Intermediate



Excel Intermediate is dedicated to experienced users who have acquired basic knowledge of Excel.

Training Outline

Efficient

Candidates are tested and redirected throughout the training

Flexible

We adapt our training to the need of your company

Measurable

A certificate is issued at the end of each training course

Reliable

We only use certified trainers

Main Functions on Excel

- Information functions
- Logical functions
- Date & time functions
- Lookup functions
- Text functions

Excel Data Tools

- Transpose data
- Import data from other formats
- Sort, filter and subtotals
- Advanced Filters
- Goal seek
- Scenario
- Solver
- Validation
- Named cells & range

Advanced Formatting on Excel

- Conditional formatting
- Shapes & pictures
- Smart objects
- Custom number formatting

Excel Templates

- Searching & using templates
- Creating templates

Protection & security

- Lock cells & objects
- Protect workbook structure
- Protect spreadsheets & data

Conclusion of Excel Intermediate

- Test
- Graduation

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