

Intermediate Excel Course

This is a one day training course that builds on your prior knowledge using Microsoft Excel features, formulas and shortcuts

Introduction

Gain the knowledge and skills to handle larger datasets, create advanced formulas and analyse data effectively on this practical 1 day Intermediate Excel course.

Along with plenty of shortcuts, tips, and techniques to improve your efficiency and create professional-looking spreadsheets.

This course is suitable for users of Excel 2010/2013/2016/2019 & 365 (including Excel for Mac) and includes helpful course notes for future reference.

Who would benefit from this course?

This course is designed for people who are currently using Excel within their work and have a good understanding of the basic data

manipulations and formulas and want to expand on this.

Its also the next step for anyone who has attended our Beginners Excel course.

Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online courses are available for people anywhere in the world with internet access. You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£495 + VAT
Leeds:	£295 + VAT	£495 + VAT
Liverpool:	£295 + VAT	£495 + VAT
Birmingham:	£295 + VAT	£495 + VAT
Online	£250 + VAT	£375 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online from £550 (full day). Please email or call us with your preferred venue, number of delegates and any requests.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

Rachel was brilliant and very helpful. The way the course was delivered was very easy to understand and Rachel answered any questions with detailed explanations.

Rebecca
Tarnwest Ltd



Intermediate Excel

Course Outline

This Course will teach you how to use the features and functions of Excel to create useful spreadsheets efficiently

Quick Recap of Useful Introduction Features

- Customising the Quick Access Bar
- Creating and using custom lists
- Page set up shortcuts
- Revision of basic formulas such as AutoSum, Min, Max and Average
- Behaviour of Relative cells v Absolute cells

Manipulating Workbooks

- Renaming and deleting worksheets
- Colouring worksheet tabs

- Moving and copying worksheets within the workbook & into new or existing workbooks

Excel Tables

- Benefits of Excel Tables
- Converting an Excel range (data) into an Excel table
- Adding and using a Slicer
- Finding & removing Duplicates
- Using automatic Freeze Panes
- Converting back to Excel range

Sorting and Filtering

- Applying a Filter to your data
- Sorting a filtered list

Subtotals

- Creating outer sub totals
- Producing inner sub totals
- Using the Outlining feature

Data Validation

- Adding validation rules to cells to limit data input
- Using data validation to create drop-down lists
- Managing invalid data
- Remove data validation

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Google

5.0 ★★★★★

Rachel was a great teacher and was able to go through each subject with us explaining in detail and was able to assist where needed with extra questions and help with assigned tasks to make things clear. Thank you

Nicola W
Expert Complete Property
Maintenance Ltd

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



Intermediate Excel

Course Outline

Linked drop-down lists

- Use the Indirect function to create linked drop-down menus

Linking Workbooks

- Create external links between books
- Edit links
- Break links

IF and Nested IF Function

- Creating and performing calculation using a single level IF function
- Creating calculations using Nested IF function
- Creating calculations using IFS function

Conditional Functions

- Use COUNTIF, AVERAGEIF and SUMIF
- Use COUNTIFS, AVERAGEIFS and SUMIFS

3D Calculations

- Grouping worksheets
- Using 3D Calculations

Conditional Formatting

- Creating a conditional formatting rule
- Editing the rule
- Using Icon sets to format reports
- Amend criteria in Icon sets

TO BOOK PLEASE SEE NEXT PAGE

Google

5.0 ★★★★★

The team thoroughly enjoyed the training and I have already seen them putting into practice the techniques they were taught on the day, which is fantastic!

Natasha B
Golden Eagle Luxury Trains

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Intermediate Excel Course

Why Choose M Training's Intermediate Excel Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool, Birmingham and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day Intermediate Excel course, Simply pick your preferred date and book on our website, send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

Very good course. Excellent trainer who kept me engaged, interested and made me look at things in a different light.

Very good tips and techniques.

**Charlotte Hakeley
Lemon Zest Events**

