Digital Skills

Microsoft Excel – Intermediate

Course Details

Price

£215.00

Length

Half day (09:00-13:00)

Course Overview

This half-day course is designed to assist those wishing to build upon their basic knowledge of Microsoft Excel.

Course Content

- Relative and absolute cell referencing

- Using the =If () function and logical functions

- Understanding statistical formulas such as MAX, MIN etc.

- Using the =VLookup() function

- Date, time or percentage formatting

- Understanding the auto-calculate, basic filter, table and sort functions

- Using the freeze pane function

- Creating a basic graph from data, editing and formatting the chart and changing chart type

Benefits

This course will equip delegates with a sound intermediate level knowledge of excel and is the second of our Excel series, the others being Excel Beginners and Excel Advanced.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Tonia Meakin

Digital Skills Lecturer at The Guernsey Institute. With over 20 years of experience across various roles in the IT industry, she has a real passion for teaching and upskilling. Specialising in Microsoft, she can provide you with the knowledge and confidence to succeed with technology, regardless of your current skill level.