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Course information from ZandaX

Microsoft Excel 2013/2016 Intermediate

A premier Good Microsoft Excel training course from ZandaX

Course duration: 2 hours 5 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Advanced File Tasks
 - ★ Adjust file properties and security for effective management your workbook
- ✓ Working with Formulas and Functions
 - ★ Demonstrate a range of functions and formula use along with formula controls
- ✓ Managing Tables in Microsoft Excel
 - ★ Format spreadsheet data as a table and demonstrate its added functionality
- ✓ Data Tools in Excel
 - ★ Demonstrate the use of Data Validation tools, Consolidating files and Removing Duplicates
- ✓ Doing More with Charts in Excel
 - ★ Insert Charts, add and customise their elements, styles and themes
- ✓ Sparklines
 - ★ Analyse figures and trends by creating and customising Sparklines in your spreadsheet

What does our Excel 2013/2016 Intermediate course cover?

Start to Get Really Productive!

If you have a basic understanding of Microsoft Excel and want to take your skills further in a short space of time, this is the course for you.

Even if you think you know some of the subjects, you'll probably discover some shortcuts or new insights that will help you in the future.

Of course, you should have a good working knowledge and understanding of what's covered in the Introduction course.

This Good Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better good Microsoft Excel skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

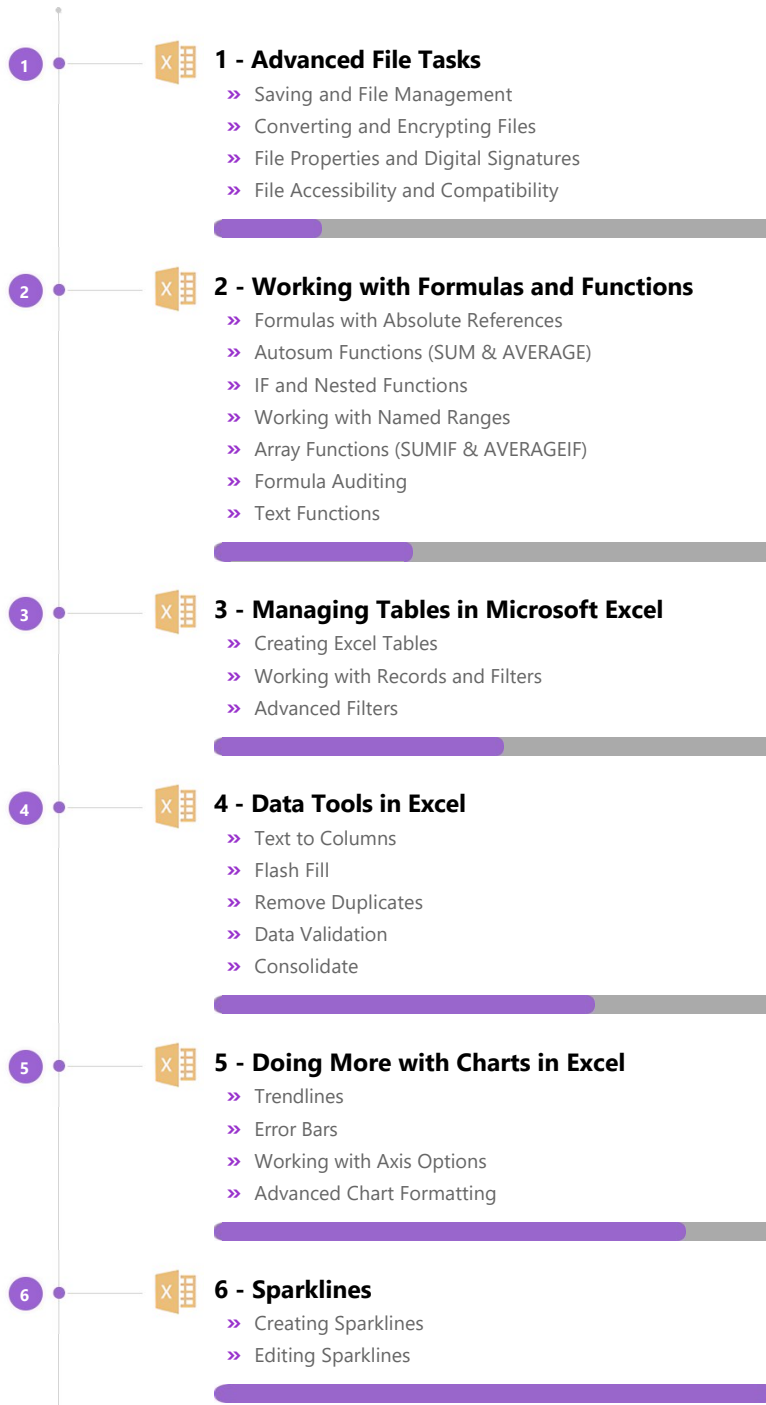
This course has been designed for users with a basic understanding of Microsoft Excel who want to take their knowledge of the basic features further in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Excel 2013/2016 Intermediate



And There's a Great Workbook...

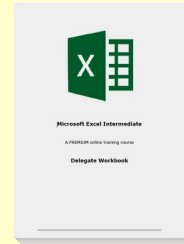
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel 2013/2016 Intermediate course

Use Formulas, Functions and More

Take your Excel skills to the next level with formulas & functions, tables, spreadsheet data tools and charts.

We start you off with advanced Excel file tasks, then move on to working with Functions and Formulas.

You then learn how to manage Tables, Data Tools and Charts, and finish with a great feature called Sparklines.

Your Excel skills will now enable you to produce impressive spreadsheets with little effort.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/excel-intermediate to view the latest details, including related courses, prices and quantity discounts.

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