

Microsoft Excel Intermediate – 1 Day

The real power of Excel lies in the number and variety of functions and formulas that you can apply to your data.

This Course allows you to start exploring what lies behind that simple front screen.

In this course the following areas will be covered: This content can also be taught in either Excel XP or 2003

Section One: Working with Functions & Formulae

- Using Formulae in Excel
- Exploring Excel Functions
- Using Functions In Excel
- Working with Names & Ranges
- Working with Array Formulae

Section Two: Managing Lists/Tables

- Working with Lists
- Working with Records & Fields
- Working with Tables & Filters
- Using Excel as a Database

Section Three: Working with Macros & Controls

- Creating Macros in Excel
- Excel Form Controls

Section Four: Using Excel with Other Programs

- Using Excel in Word
- Using Excel with other Programs



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