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# EXCEL INTERMEDIATE COURSE OUTLINE

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This course is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, insert graphics, and enhance workbooks. This course uses the online version of Excel 365, not the desktop version.

By the end of this course, users should be comfortable in analyzing data with functions, working with tables, visualizing data with charts, and enhancing workbooks.

## **Analyzing Data with Logical and Lookup Functions**

In the first lesson, students will learn how to use text functions to manage and manipulate text, as well as date functions to return date information. Additionally, they will learn about the many different financial functions that are available and how they operate.

## **Organizing Worksheet Data with Tables**

Next, we go over how to organize workbook data by creating tables, sorting data, and applying filters.

## **Visualizing Data with Charts**

Students will learn about the wide variety of charts that are available and, how to insert them. They will also learn about the best way to modify and format charts.

## **Enhancing Workbooks**

In the final lesson, customizing workbooks using comments, hyperlinks and pictures are covered. We also go over modifying worksheets using the accessibility checker, managing fonts, and how to add alternative text to objects.

All days are 9.00am – 4.30pm. To see current fees, dates offered and/or book a course please go to [www.bct.unlocksuccess.com.au](http://www.bct.unlocksuccess.com.au)

Once you have booked you will receive email confirmation with venue, date and parking details within 48 hours.