



EXCEL INTERMEDIATE COURSE

Course Facilitator

The course is facilitated by Zunaid Khan CA(SA), MBA, B.Sc.(Comp.Sci.)

Course Delivery

The course consists of video based training delivered online.

It is self-paced, consists of 32 lessons making up over 3 hours of video and will take approximately 8 hours to complete.

Full online support is provided on our forum should you require any help with the material.

Certification

An online assessment is included with the course. On passing the online assessment a certificate will be issued to you.

You have up to 1 year from the date of registration to take the online assessment.

Software Requirements

You require Microsoft Excel 2016 or later in order to complete this course.

If you don't already have Microsoft Excel 2016 or later, you can get a free 30 day trial of Office 365 which includes the latest version of Microsoft Excel.

This will provide you with sufficient time to complete the course.

Course Overview

An Overview of Microsoft Excel

- Introduction
- Ribbon Customisation
- Quick Access Toolbar
- Excel Options

Workbooks and Worksheets

- Selecting Cells
- Working with Sheets
- Inserting and Deleting Rows and Columns
- Autofit Columns and Rows
- Autofill

Creating Multiple Views

- Freeze Panes
- Hiding and unhiding rows and columns
- Split Panes

Formatting and Editing Worksheets

- Font Settings
- Borders
- Formatting Numbers
- Alignment formatting
- Format Painter and Clear Formats
- Table formatting

Printing and Page Setup

- Printing Introduction
- Printing (continued)
- Copy Print Settings from one sheet to another
- Layout Options

Course Overview (continued)

Working with Formulas

- Autosum
- Absolute and Relative Referencing – Part 1
- Absolute and Relative Referencing – Part 2

Using Functions

- Introduction to Functions
- The TEXT function
- Database Functions

Charts

- Introduction to Charts
- Charts (continued)
- Changing the Source Data Range and Filters
- Combo Chart