

## **EXCEL INTERMEDIATE**

### **The course**

Our "Excel Intermediate" training workshop, which is offered in association with Airedale Enterprise Services, is a practical session giving you the opportunity to develop your skills further to deal with more complex spreadsheets.

### **Is it for you?**

The course is aimed at people who have undertaken the Excel for Beginners course, or who have an equivalent knowledge of Excel. You may be employed, or be looking for work, and need to improve and extend your Microsoft Excel skills. Anyone who is going to be using Excel at home is also welcome.

### **What to expect**

The workshop will aim to provide you with an understanding of more advanced spreadsheet concepts and will provide practical experience of dealing with data and formulae in newly created or existing spreadsheets.

- Working with multiple worksheets or workbooks
- Linking data across worksheets or workbooks
- Formatting options, including conditional formatting
- Using the Find and Replace tool
- Using data entry forms
- Formulae and absolute/relative cell references
- An introduction to functions, eg "IF", "AVERAGE", "COUNT" etc
- Producing graphs and charts from sets of data
- Saving a standard layout as a template
- Protecting a spreadsheet (*creating a password or applying "read only"*)
- Advanced printing options, including hiding rows and/or columns; adding headers and footers and other automatic information

## The outcome

After the session you will be able to:-

- Deal with multiple worksheets/workbooks, including linking data
- Use more advanced formatting techniques
- Use a variety of methods to ensure data is input correctly and cannot be changed if necessary
- Make calculations using more complex formulae and functions
- Produce charts and graphs from sets of data
- Use templates and protection for saving your own spreadsheet design
- Personalize printouts to include specific information

## The next course

This course is offered approximately once a month, 10 am - 3 pm in the Training Room at Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley, BD21 5LE. To find out about the next available date, please ring 01535 607775, or go to [www.airedaleenterprise.org.uk](http://www.airedaleenterprise.org.uk) and click on the link to "Training & Development".

## Cost and enrolment details

The course costs £60 + VAT and includes light lunch/tea & coffee and your own personal copy of the course handbook.

To book a place, you will need to contact Airedale Enterprise Services direct (details above).

If you have any queries about the course content, please email [moorsidetraining100@gmail.com](mailto:moorsidetraining100@gmail.com) and include a telephone number if you would like us to call you back to discuss.

## Moorside Training

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