

EXCE201

Microsoft Excel Intermediate



Build on your skills to become an Excel master user

Become a Microsoft Excel master with our EXCE201 seminar. Moving on from the fundamentals, this workshop delves into more complex functionality of Excel. Pivot tables, quick analysis, complex formulas and functions are just part of the key learning outcomes of this program

This program assumes knowledge of our EXCE101 – Microsoft Excel Beginners program

Seminar Overview

- Use common worksheet functions
- Use filling techniques
- Apply a variety of page setup techniques
- Use a range of techniques to work with worksheets
- Apply borders to cells and ranges in a worksheet
- Create and use defined names in a workbook
- Apply conditional formatting in ranges in a worksheet
- Create and work with tables
- Use a variety of financial functions
- Select and change the format or object in a chart
- Use a range of elements and features to enhance charts
- Create more complex formulas and functions
- Apply a range of number formatting techniques to sheet cells
- Understand and use Excel's Quick Analysis tools
- Understand and create basic pivot tables

Suggested Participants

This program has been developed to enhance the skills of anyone with fundamental knowledge of Microsoft Excel, looking to develop their skills further.

Duration: 3 hours

Reference Material: Provided

What to Bring: Laptop or PC with Microsoft Excel Installed*

*Presenter uses 2019. If you are using an older version the functionality may not be available during the session

Webinar Cost

\$299 + GST per person

**SPECIAL
OFFER**

Register for both
EXCE101 – Excel for Beginners
and
EXCE201 – Excel Intermediate
for
\$498 + GST p.p.
save \$100

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