

# 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 of 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

**\$279** + GST per  
person

**SPECIAL  
OFFER**

Register for both  
EXCE101 – Excel for Beginners  
and  
EXCE201 – Excel Intermediate  
for  
**\$458** + GST p.p.  
save \$100

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