

## IT: Microsoft Excel Intermediate

**Course duration:** 1 day

**Who should attend:**

This course is valuable for anyone experienced in using Excel

**Previous knowledge required:**

A basic understanding of Excel

**Course benefits:**

To bring experienced users to a level of competence that allows them to produce more complex documents and enable them to use Excel to its full potential.

**What you will learn:**

- Editing and manipulating a spreadsheet
- Changing entries made to your spreadsheet
- Deleting a row or column
- Copying or replicating entries and formulae
- Adding a new column and new row
- Creating new values
- Merging cells
  - Colour
  - Font
  - Alignment
- Sorting data
- Headers and footers
- Charts
- Pictures