Microsoft Excel - Intermediate

Aim of Program	This session has been designed to further your Excel knowledge by exploring complex commands and functions, and then apply it to your business workplace. It explores the intermediate functionality within Excel and shows how to apply these in real situations particularly when handling large tables and data spread across multiple spreadsheets. This session is a combination of group exercise and hands-on practice.
Program Structure	In this session, participants will learn to: ▸ Apply Cell Styles ▸ Understand Conditional Formatting ▸ Create range names ▸ Create a database in Microsoft Excel ▸ Sorting and Filtering your database ▸ Removing duplicates from the database ▸ Grouping and creating subtotal to a database ▸ Insert comments ▸ Protect worksheets ▸ Apply the Freeze Panes and Spilt Screen feature ▸ Create basic to complex charts ▸ Create complex equations applying the BEDMAS rule ▸ Understand the concept between relative and absolute referencing ▸ Create percentage equations ▸ Create 3-D formulas ▸ Understanding the Insert function feature ▸ Use COUNTIF and SUMIF formulas ▸ Use MEDIAN and MODE formulas ▸ Use text formulas such as LEFT, RIGHT, UPPER, LOWER, PROPER and CONCATENATE ▸ Use the SUBTOTAL formula ▸ Create date and time formulas
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm
Pre-requisite	It is recommended that participants attending this session have attended the Microsoft Excel - Introduction session or have equivalent skills.
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for **Program Dates**, **Course Registration** and **Course Fees**: http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

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