



MS EXCEL INTERMEDIATE

Microsoft Excel is the bestselling and most widely used spreadsheeting program in the world. Microsoft Excel is standard in most businesses, and is almost essential to operate efficiently in today's office environment. TP Human Capital's Microsoft Excel training will give you the skills to confidently and efficiently produce professional spreadsheets and databases.

This course builds on the base developed in Introduction to Excel, giving you increased skills to produce more complex documents. This level of training is the minimum level required for anyone who is serious about developing their office skills.

Duration 1 Day (9am – 4pm)

Investment \$335 per person

For more information or for a tailored proposal please contact TP Human Capital on 4772 3800

Course Topics

Revision Exercises

Viewing and printing a large worksheet effectively

Working with worksheets

Freeze document panes and split worksheets

Rename, insert, delete, copy, group worksheets within the workbook

Outlining

Create and protect templates

Protect Workbooks

Charting

Commonly used functions

Construct formulas using relative and absolute references

Sum, Max, Min, Average, PMT, PV and IF functions

Auditing your worksheets

Validating your data

Data lists

Auto filtering

tphumancapital

HUMAN RESOURCES | TRAINING | RECRUITMENT INNOVATION AT WORK

Level 1, 48 Gregory Street, North Ward
PO Box 297, Belgian Gardens QLD 4810
Phone 07 4772 3800 Fax 07 4771 2565
training@tphumancapital.com.au
www.tphumancapital.com.au