

Microsoft Excel - Intermediate

For those who need more advanced Excel skills. Manage workbooks and prepare them for the web, create and use macros, use and analyze list data, enhance charts and workbooks, share Excel files and incorporate web information. Manage workbooks and prepare them for the web.

What You Will Learn

- Create and use macros
- Use and analyze list data
- Enhance charts and workbooks
- Share Excel files and incorporate web information

Who Should Attend

Learners who need to acquire Microsoft Excel spreadsheet skills and qualifications for employment purposes, utilize a microcomputer to create spreadsheets, or learn Excel for personal use.

Prerequisites

Experience sending and receiving email; moderate skills using the internet. A working knowledge of Microsoft Windows, computer literacy, proficiency with a mouse and Beginning Excel