

Excel - Advanced (Part-Time, Online)

This one-day course develops your advanced knowledge and skills in Microsoft Excel. It is designed to help you confidently produce, analyse and present complex spreadsheets using a wide range of tools, functions and data analysis techniques. The course supports learners who use Excel in the workplace and want to improve accuracy, efficiency and professional presentation, or progress to more specialist digital or data-related roles.

Day and time: Wednesday, 9.00am to 5.00pm

Start date: Multiple dates available

Duration: One Day

Delivery method: Online

Who is this course for?

- Adults who already have a good working knowledge of Microsoft Excel
- Learners who have completed Intermediate Excel or have equivalent experience
- Those who use spreadsheets for complex or non-routine tasks at work

What you will learn

- How to structure, combine and manage complex spreadsheet data
- How to use advanced formulas, functions and data analysis tools
- How to present, format, audit and publish spreadsheet information effectively

On completion, you will be able to confidently create, analyse and present complex spreadsheets to meet professional and workplace requirements.

Entry Requirements

- No formal entry requirements
- It is recommended that you have completed Intermediate Excel or have strong existing Excel skills

Career Prospects

This course supports progression into roles where advanced spreadsheet skills are required, such as administration, finance, data handling, business support and project roles. You may also use this course to strengthen your digital skills for career development or further specialist IT or data-focused training.

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Academi Chweraeon Llandarcy
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Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre





Course Modules

- Entering, editing and organising complex spreadsheet data
- Using advanced formulas, functions and forecasting tools
- Analysing and interpreting data using spreadsheet tools
- Creating and formatting charts and graphs
- Page layout, printing and publishing spreadsheets
- Auditing, checking and correcting spreadsheet errors

Assessment

- Internal assessment through controlled tasks
- Production of a portfolio of evidence demonstrating advanced spreadsheet skills

Additional Costs

No additional costs

STUDY MODE

SC

LOCATION

Neath College - 0330 818 8100

COURSE LENGTH

1 Day

FEES

25/26 fees: £30

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