



Excel-Intermediate (Part-Time)

Following on from the Excel Beginners course, you will develop and expand your skills in using the software. The course will teach more powerful features like creating forms and creating and formatting charts.

Progression routes are available and all individuals who wish to increase their Microsoft Excel knowledge may wish to enrol on Excel Advanced course.

Course content includes:

- Explore the various user interface elements
- Use the Microsoft Excel galleries
- Customise the interface
- Using templates
- Using additional functions
- Using customised Printing facilities

Entry Requirements

There are no entry requirements. However, it is recommended you have completed the Excel Beginners course or have a basic understanding of using Microsoft Excel.

Course Modules

This course is £100 per person. Funding may be available for this course. Please get in touch to find out more.

Assessment

Internally assessment via controlled tasks and producing a portfolio of evidence

STUDY MODE

PT

LOCATION

Neath College - 0330 818 8100

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chweraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
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





Newtown College - 0330 818 8100

COURSE LENGTH

1 day

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