



Excel - Intermediate (Part-Time, Online)

This one-day course develops your knowledge of Microsoft Excel beyond a basic level, enabling you to work confidently with more complex spreadsheets. The course focuses on using multiple worksheets, complex formulae, functions and templates to support effective data handling. It is suitable for learners who want to strengthen their Excel skills for work, study or progression to Advanced Excel courses.

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 basic or intermediate understanding of Microsoft Excel
- Learners who have completed the Beginner Excel course or have equivalent experience
- Those looking to improve workplace spreadsheet skills and progress to Advanced Excel

What you will learn

- How to use multiple worksheets to organise and link data
- How to use complex formulae, functions and absolute cell references
- How to create, save and use spreadsheet templates

On completion, you will be able to produce effective spreadsheets using advanced features that support accuracy, consistency and efficiency.

Entry Requirements

- No formal entry requirements
- It is recommended that you have completed Beginner Excel or have a good working knowledge of Excel

Career Prospects

This course supports the development of digital skills required in a wide range of job roles, including administration, finance, data handling and business support. You can progress to an Advanced Excel course to

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further develop specialist spreadsheet and data analysis skills.

Course Modules

- Using multiple worksheets
- Complex formulae and functions
- Absolute cell references
- Creating and using templates
- Printing worksheets and workbooks

Assessment

- Internal assessment through controlled tasks
- Production of a portfolio of evidence

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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