

Intermediate Excel (Part-Time: Online Delivery)

Intermediate Excel

Course Content:

- Learn how to use formulae and functions
- Explore the various user interface elements
- Use the Excel galleries
- Customise the interface
- Creating forms with Excel
- Replicate formulae and functions
- Create an absolute reference
- Range names and how they are applied
- Using Freeze Panes
- Recording the current date and time on the printed spreadsheet
- Turning your figures into charts
- Formatting charts

Entry Requirements

None

Career Prospects

Intermediate Excel This is a step up from the Level 1 and covers more advanced topics in the use and manipulation of data

Assessment

Observations and Portfolio work

STUDY MODE

SC

Coleg Afan Coleg Bannau Brycheiniog Academi Chwaraeon Llandarcy Coleg Castell-nedd Coleg Y Drenewydd Coleg Pontardawe Canolfan Adeiladwaith Abertawe

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











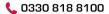
























LOCATION COURSE LENGTH

2D

Coleg Afan Coleg Bannau Brycheiniog Academi Chwaraeon Llandarcy Coleg Castell-nedd Coleg Y Drenewydd Coleg Pontardawe Canolfan Adeiladwaith Abertawe

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