

# **Intermediate Excel (Part-Time)**

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













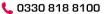




















### **LOCATION COURSE LENGTH**

2D

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

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