



Microsoft Excel Training

Soft Skills Training Workshop

INTERMEDIATE LEVEL

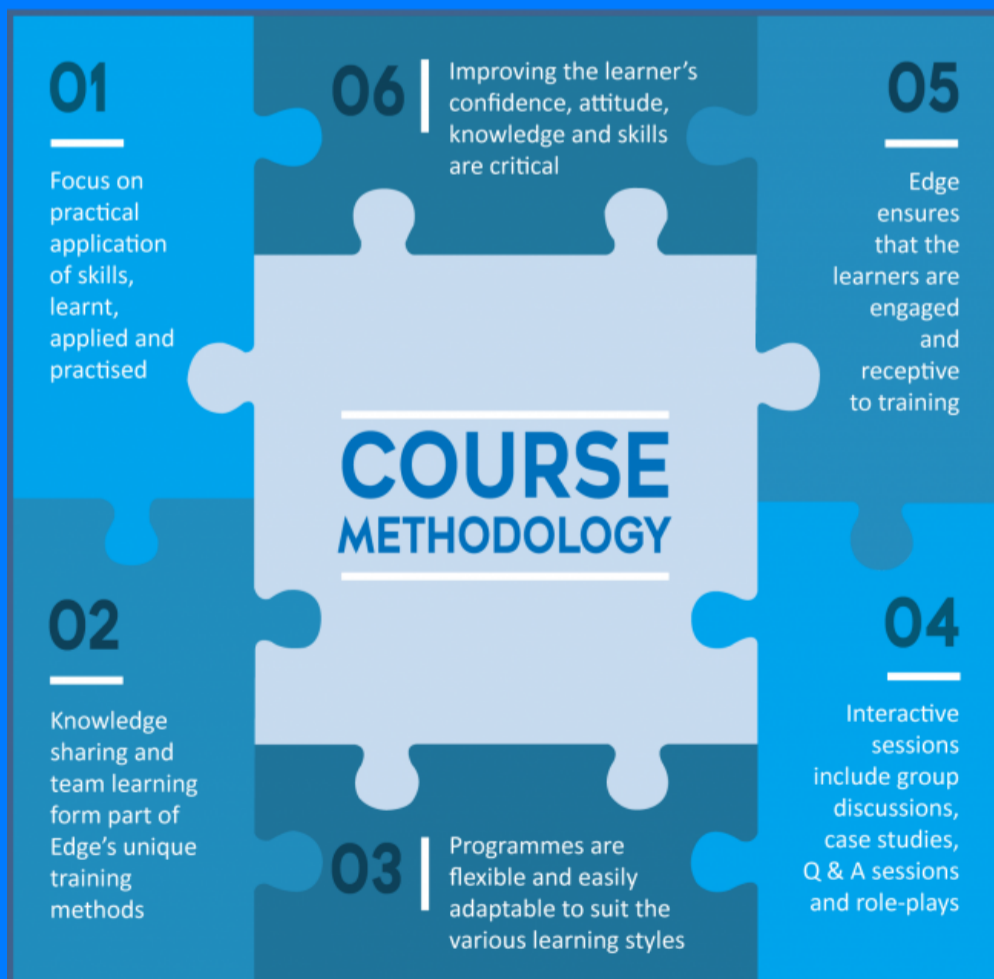
Workshop Outline

- Chapter One: Getting Started On Excel
- Chapter Two: Problem Solving With Excel
- Chapter Three: Designing a Spreadsheet
- Chapter Four: Move Data Between Worksheets
- Chapter Five: Formulas
- Chapter Six: Creating a Chart
- Chapter Seven: Formulas and Functions
- Chapter Eight: Formatting
- Chapter Nine: Basic Formula in Excel
- Chapter Ten: Subtotals
- Chapter Eleven: Headers and Footers
- Chapter Twelve: Evaluate a Spreadsheet
- Chapter Thirteen: What-If Scenarios
- Chapter Fourteen: Viewing Options
- Chapter Fifteen: Special Functions
- Chapter Sixteen: Templates
- Chapter Seventeen: Testing Formulas

Objective

The Microsoft Excel Intermediate Level Training is designed to provide and equip individuals with the ability to use basic formulas, develop charts, use special functions and to be able to test Excel Formulas. This course is designed for those who have basic knowledge and the fundamental skills of Microsoft Excel, therefore in doing this course the individual will be equipping themselves with a greater understanding of Excel and the many more features and properties it possesses.

At the end of this course the individual should be able to perform all fundamental Excel operations easily and be able to make use of Formula's, IF Statements, Chart Creation and execute Specials Functions amongst other various Excel disciplines. Upon successful completion of this course the individual will then be eligible to commence with the **Advanced Microsoft Excel Training**.



About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Most of our Learnerships and Workshops are also offered as online courses.

Get in Touch

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