

Course Content of Intermediate Ms Excel:

Intermediate Level:

- Introduction to Excel Spreadsheet Intermediate Level
- Defining Names in Excel
- Sorting Data
- Using Excel Tables
- Filtering Data in Excel
- Understand Charts
- Chart Design Options and Tools
- Chart Format Tools
- Combo Charts
- Functions within Excel
- Understanding Date Function
- Information Functions
- Logical Functions
- Financial Functions
- Find and Replace
- Headers and Footers
- Adding Comments
- Conditional Formatting
- Final Assessment