

Connecting People



Eastbourne & District
Chamber of Commerce Ltd.

Jan 2012

MS Excel 2010 Intermediate



Sussex Downs College, Eastbourne Campus

Tuesday 21st February 2012

Preferential rate for Chamber Members £160 (inc Lunch)

The Chamber of Commerce and Sussex Downs College offers this action packed course which builds on extending your skills into the facilities of data tables/databases, more on formula and professionally managing and finishing your spreadsheets.

Who should attend?

This course does assume good prior knowledge of the basics of Excel 2010 and delegates should have skills equivalent to the MS Excel 2010 Introduction course.

Course Aims & Objectives

- To use Excel for Database purposes; storing and analysing data
- To use and understand more formulas and functions
- To manage and finish your spreadsheets quickly, easily and professionally

Course Content

- **Working with Functions and Formulas** – Relative and Absolute Cell References, Mathematical Operators, Formula Auditing, Functions, Range Names
- **Enhancing your Workbook** – Symbols, Shapes, Diagrams, Text Boxes, WordArt, ClipArt, Embedded Objects and Files
- **Managing Tables** – Create/Modify Tables, Fields/Records, Sort, AutoFilter, Validation, Database Functions
- **Finalizing your Workbook** – Protection, Document Inspect, Compatibility Checker, Linking Excel, Publishing Workbooks, Importing Data
- **Advanced File Tasks** – My Computer, My Places, File Formats, File Properties, Templates

Course Preparation

There is no specific pre-work required but delegates are always welcome to bring in simple examples of any documents they need help and guidance to achieve.

How long does the course last?

MS Excel 2010 Intermediate is a one day, six hour programme. Refreshments and lunch are included.

Progression

Suggestions for further development

- MS Excel 2010 Advanced
- MS Access 2010 (all levels available)

To book please complete the booking form and fax it to the Chamber of Commerce on 01323 730454. Bookings will be confirmed once full payment is received [Excel Course Booking Form](#)

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