

# Online IT Courses

## Microsoft Excel Expert



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### Who is it suitable for?

If you frequently use Excel, and want to learn even more features of this comprehensive software, our Microsoft Excel Expert course is the one for you. To get the most out of this course, you will need to have completed our Excel for Beginners course or have the equivalent experience of this popular software.

### Objectives of the Course?

Microsoft Excel moves to another level with this course, which will teach you advanced skills.

### What will I Learn?

This course is split into nine lessons. You'll become confident in a range of Excel's more sophisticated features including using AutoFill, creating and working with tables, using/hiding worksheets, custom formats; defining, using and managing named ranges; using conditional formatting and filtering data; recording and running macros; summarising data, database functions and pivot tables; using data across worksheets, switching between workbooks and workbook templates; worksheet, file and cell properties and using Excel's statistical functions.

### What is the course duration?

18 hours online learning, completing 9 x 2 hour lessons.



07944 432877  
kathryn@dbc-training.co.uk  
www.dbc-training.co.uk

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