

# Excel Essentials

## Level 2

### What Can You Expect?

This 1-day fast-paced course will fill knowledge gaps and provide the learner with tools beyond the basics.

### What Is Required From You?

The learner needs at least 1-year continuous use of Microsoft Excel and formal training to an Intermediate level.

### 1 Day Course Content

#### Working with Functions

- Work with Ranges
- Use Specialised Functions
- Work with Date & Time Functions
- Work with Text Functions

#### Working with Lists

- Sort Data
- Filter Data

#### Analysing Data

- Create and Modify Tables
- Apply Basic Conditional Formatting

#### Visualising Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

#### Using PivotTables and Pivot Charts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with Pivot Charts

### What Will I Take Back To Work With Me?

This practical course will give the skills and knowledge to return to work to improve your efficiency, maintain accuracy and produce professional output.



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