



# Microsoft Excel Intermediate



# Microsoft Excel Intermediate

🕒 1 day 📍 Face-to-face, Live online, Workplace 💰 \$ 470

This Microsoft Excel Intermediate short course will take your Excel skills to the next level, so you can start working smarter with spreadsheets and use them to improve your efficiency and organisation at work.

In this one-day Excel course, you will learn intermediate Excel skills including how to use shortcuts, complex functions and relative and absolute formulas. You'll be exposed to functions for financial and logical calculations, and learn useful methodologies to approach tasks in Excel with more confidence.

Reduce time spent on manual tasks with Autofilling and Sequential filling, and discover how to work with Custom Lists. Gain new insights faster by learning how to manipulate data with VLOOKUP, IF and PMT functions and Excel data filtering.

Microsoft Excel is a powerful tool for a range of uses, but most users only scratch the surface of its capabilities. This Excel training course helps you to un-learn processes you may have picked up from learning Excel on the job, replacing them with the most efficient ways to achieve effective outcomes.

If you want to improve your Excel skills, create more professional spreadsheets and use shortcuts, functions and formulas to make your job easier, this intermediate Excel training course is for you.



Discover more at [swi.nu/excelinter](https://swi.nu/excelinter)

## Course highlights

- Learn essential Microsoft Excel shortcuts.
- How to use complex functions.
- Autofilling and sequential filling.
- Creating Excel formulas with Relative and Absolute Addressing.
- Working with custom lists.
- Using VLOOKUP, IF and PMT functions.
- Auto filtering.

## Who should attend?

People who seek to increase their digital literacy in the workplace and create more professional spreadsheets utilising essential shortcuts, formulas, and functions. This course is perfect for Excel users who wish to extend their knowledge and skills beyond simple workbooks.

## Learning objectives

By completing this course, participants will be able to:

- Drive efficiencies and be more organised at work.
- Reduce time spent on manual tasks that can be automated.
- Make your job easier using more complex Excel spreadsheets.
- Manipulate data in multiple ways to provide new insights.

## What you can expect

- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

*Note: this course is taught on a Windows PC platform and is therefore suitable for Windows PC users only.*

## Pre-course work

We recommend participants have a basic Excel skill level in order to do the Excel Intermediate course.

## Dates

**View dates and register** for this course.

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## The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au).




"This course exceeded my expectations by far. Our facilitator was so professional, a great teacher and very patient. Great examples were used during the course too."

**Vanessa**  
Participant,  
Microsoft Excel Intermediate





## Contact us

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