Professional Development

Course Name

Excel 365 Expert

Course Description

The Excel 365 Expert course is the next progression from the Advanced course, providing a better understanding of Excel's backstage options, enabling you to create effective data validation and dynamic trackers within your workbooks. Learn to utilize name ranges in formulas for enhanced functionality, customise the ribbon to streamline your workflow, and fortify your data with protection measures for cells, worksheets, and workbooks. Explore techniques such as linking cells and objects to locations within both Excel workbooks and PowerPoint presentations. A formula focus on the many IF formulas and unlock the potential of Macros for efficient automation.

Audience

This is for all users of Excel who would like to develop their knowledge and skills further

Duration: 1 Day(s) **Class Size:** 8

Competence Name Awarded

Competence Awarded

Course Code

Prerequisite Name

Excel 365 Advanced

Prerequisite Short Code

PD/IT/E365A

Skills Assessment Scheme Regime

Course Type

Face to Face

Download Date: 15/5/2024