Excel Intermediate

A Guide for Participants, Line Managers & HR Teams

Course Details

Duration: 2 Weeks | 4 Sessions (2 hours each)
Delivery: Live Online Training
Cost: £275 + VAT per person

Why attend this course?

Many employees use Excel every day but only scratch the surface of its capabilities. As job demands increase, staff often need to work with larger datasets, perform more complex calculations and produce meaningful reports quickly and accurately. This practical Excel Intermediate course helps participants develop the skills and confidence to analyse data, automate processes and create professional reports.

Who is this course suitable for?

This course is ideal for employees who:

- ✓ Use Excel regularly and have a working knowledge of basic spreadsheet functions
- ✓ Want to improve their efficiency and reduce time spent on manual tasks
- ✓ Need to analyse and interpret data more effectively
- ✓ Produce reports, spreadsheets or business information for colleagues or stakeholders
- ✓ Want to build confidence using more advanced functions and features

Common challenges this course will address

- Spending too much time manipulating and analysing data manually
- Difficulty extracting meaningful insights from spreadsheets
- Errors caused by formulas being copied or applied incorrectly
- Repetitive manual processes that could be automated
- Presenting data in ways that are difficult for others to interpret

What will participants be able to do afterwards?

Following the course, participants will be able to:

- Analyse data using advanced functions and formulas
- Use IF functions and nested functions to create more sophisticated calculations
- Work confidently with date calculations and date-based reporting
- Apply absolute referencing techniques to improve spreadsheet reliability
- Produce professional charts to communicate information effectively
- Reduce manual work through smarter spreadsheet design and automation

How will this benefit the organisation?

Improved Excel skills can help organisations:

- ✓ Increase productivity and efficiency
- ✓ Reduce spreadsheet errors and rework
- ✓ Improve the accuracy of reports and data
- ✓ Build confidence and capability within teams
- ✓ Enable employees to make better use of existing software investments

Participants report saving significant time when applying learning across daily tasks.

Booking Information

To reserve a place on this course, please send an email to info@sterlingtraining.org.uk. You will receive a booking form by return email.

Invoices are issued two weeks prior to the course start date with joining instructions and other course requirements communicated as necessary.

This course can be customised to the needs of your staff or organisation.

If you have any other queries or wish to enquire about closed or bespoke courses, please call us on +44 (0)23 8021 6568

This course is CPD Accredited with OpenCPD offering 8 CPD hours or points.
All participants will receive an approved CPD Certificate

What previous learners say

"I feel so much more confident when using Excel now, especially with formulae. I have learnt a lot of quicker ways of doing things so this will speed my work up." **Sarah Bellows, Netserve**