

**Start Date**

14/01/2027

**Course Code**

BBME2X27XA

**Duration**

8 Weeks

**Study Mode**

Part Time

**Course Fee**

£168

## Excel - Intermediate

This 8-week course is a follow-on to ESC's "Excel for the Workplace Beginners" course. It provides you with an overview of Excel's main features and teaches you how to enter, format, filter and sort data in Excel. In addition, learners will learn how to use more advanced Excel functions and formulas.

### COURSE DESCRIPTION

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#### UNITS/TOPICS COVERED:

- VLOOKUP Function
- HLOOKUP Function
- Pivot Tables
- IF THEN ELSE Statement
- Simple Macros

#### EQUIPMENT NEEDED:

Pen and paper.

### ENTRY REQUIREMENTS

Intermediate Excel Skills required.

### WHERE CAN THIS TAKE ME?

We offer a number of other computing courses; why not browse our website for suggestions or call Client Services on 01737 788444 for further information.

### HOW WILL I BE ASSESSED?

Not applicable.

## FEES

The fees displayed are the MAXIMUM payable by adults aged 19+ unless you qualify for a concessionary fee. Please be aware that there may be additional costs for materials.

### Concessions

Tuition fees may be waived or reduced if you are on a low income or receive certain benefits.

If you don't qualify for a concession, you will need to pay for your course in full or apply for an Advanced Learner Loan to cover the cost (Level 3-6 courses only).

Please see our Fees, Funding & Bursaries page for further information.

## HOW TO APPLY

To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

**Disclaimer:** Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.