

2016 Microsoft Excel Courses

Course Introduction: Level 1, Level 2, Level 3

Microsoft Excel is a spreadsheet program in the Microsoft Office system. You can use Microsoft Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions.

Microsoft Excel courses are trained using Microsoft Office 2016.

Purpose of Course

The purpose of this course is to enable you to accomplish tasks and activities and fulfil your responsibilities. The course is designed for delegates who want to learn graphic design, desktop publishing and working with photos for their personal use or for business purposes.

Course Objective

The objective of the course is to provide the course audience with the tools and knowledge to perform their activities. The time in the course will be spent learning the functionality as outlined in the manual.

Course Performance Objective

At the end of this course, you will have been provided with an overview of the major functionality within the lessons. Each delegate is encouraged to participate during the training with observations and questions. A training manual with relevant exercises will provide you with an opportunity to practise and review the information presented in the course.

Course Performance Standard

You will participate in the classroom activities and will have completed the following lessons for Level 1:

Lesson 1 : Getting Started with Microsoft Excel 2016

Lesson 2: Performing Calculations

Lesson 3: Modifying a Worksheet

Lesson 4: Formatting a Worksheet

Lesson 5: Printing Workbook Contents

Lesson 6: Managing Large Workbooks

Lesson 7: Customizing the Excel Environment

You will participate in the classroom activities and will have completed the following lessons for Level 2:

Lesson 1: Creating Advanced Formulas

Lesson 2: Analyzing Data with Logical and Lookup Functions

Lesson 3: Organizing Worksheet Data and Tables

Lesson 4: Visualizing Data with Charts

Lesson 5: Analysing Data with PivotTables, Slicers, and PivotCharts

Lesson 6: Inserting Graphics

Lesson 7: Enhancing Workbooks

You will participate in the classroom activities and will have completed the following lessons for Level 3:

Lesson 1: Automating Worksheet Functionality

Lesson 2: Auditing Worksheets

Lesson 3: Analyzing and Presenting Data

Lesson 4: Working with Multiple Workbooks

Lesson 5: Exporting Excel Data

Course Performance Conditions

To successfully complete the stated performance goal, you will have access to:

- Assistance from Instructor
- Manual
- Reference materials

Teaching Methods

- On line with the training manual.
- Lab files

Course Benefits

Following this course, you will have the knowledge and tool mastery to maximize your use of the features to manage your specific functions.

Course Prerequisites

Training is application-oriented, aimed at teaching those functions that are based on each specific level. Policies and procedures are addressed only to the extent necessary to support this focus. Training is executed in a Windows environment.

Prior to buying this course, delegates should:

- Have computer literacy, use computers and related technology efficiently.
- Be familiar with Windows or Mac operating systems, word processing skills and the internet
- Know the concepts as necessary for your area of responsibility.

Course Duration and Schedule

- On line and at your discretion.
- Set goals to achieve an outcome
- Set realistic time frames

Course Cost

- \$15.00 per subject per level