



## Microsoft® Office Excel® 2016 Intermediate



Microsoft®  
Excel 2016

### Key Focus Areas:

#### Working with tables

- Learn how to create, edit and work with tables and make use of the Table Tools Tab

#### Charts

- Learn how to work with data in charts, insert and modify charts to visualise data

#### Protecting your worksheet

- Understand and make use of the protection options within a worksheet

#### SmartArt Graphics

- Learn all about using SmartArt graphics in your document

#### What-If analysis

- Learn how to use what if analysis to interrogate your data
  - Goal Seek
  - Data Tables
  - Scenario Manager

#### Formulas

- Learn the various functions and formulas within Excel
  - Lookup functions
  - Date and time functions
  - Logical functions
  - Text functions
  - Mathematical functions
  - Statistical functions

#### Validation

- Learn how to control the input of data using validation rules

#### Working with Pivot Tables

- Learn how to summarise your data in Pivot Tables

### Entrance requirements:

Delegates are advised to bring their own laptops, with relevant programmes installed to class, in order to complete the training

### Learning Methodology

Delegates attending the course are provided with a unique blended learning methodology which combines online access to subject content with real time engagement with facilitators, and the opportunity to add value through contact learning sessions, where feasible and appropriate.

### Programme fee

The programme fee will be determined based on the requirements

### Duration

2 days

*Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)*

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