



Excel 2016

Learn how to use the features and functions of Microsoft Excel 2016 with this unique online course. The course will teach you how to create and format worksheets, use functions, tables, formulas and more.



AIMS AND OBJECTIVES

The aim of this course is for you to learn the features and functions of Microsoft Excel 2016 and enable you to gain a good all-round understanding of the program.

TARGET AUDIENCE

The course is for anyone wanting to learn how to utilise the 2016 version of this powerful spreadsheet program. As Excel is widely used in a variety of job roles such as finance and accounting, management and office administration roles, it is suitable for a wide audience.

The full course is suitable for both beginners and for those with intermediate level skills; it will help you learn some of the fundamental actions you can carry out in Excel before advancing your knowledge to more in-depth features.

COURSE OUTLINE

This course offers an exciting, innovative approach to online Microsoft Excel training and focuses on this popular spreadsheet application from the Microsoft Office 2016 suite. There are 26 modules in total.

The course will take around 24 hours to complete, with each module taking 30-45 minutes individually.

At the end of each module you'll complete a consolidation exercise which will help you to summarise what you have learned and appraise your understanding.

There are 26 modules in total:

- *Introduction Module: Welcome and course information*
- *Starting Excel*
- *Opening & closing Excel, Using SUM and Navigating Excel*
- *Formatting*
- *Number Formats and Different File Types*
- *Autofill, Formulas and Inserting/Deleting Columns & Rows*
- *Hiding & Unhiding and Aligning & Formatting Cells*
- *Cut, Copy & Paste, Drag & Drop, Format Painter and Auto Complete*
- *Text Orientation, Non-Adjacent Data, Freeze & Unfreeze, Zoom and Worksheets*
- *Styles and Themes*
- *Configure Worksheets and Workbooks*
- *Using Functions, Quick Analysis and Sort*
- *Headers and Footers*
- *Create and Manage Tables*
- *Worksheets and Viewing Workbooks*
- *Introduction to Charts*
- *Complex Formulas*
- *Now, Count, Today and If Functions*
- *Format and Modify Text Using Functions*
- *Perform Logical Operations Using Functions*
- *Hidden Worksheets and Financial Functions*

Continues on the next page:



- *Using Formulas in Grouped Worksheets*
- *Charts*
- *Sparklines and Inserting Images*
- *Spell Check, Filter and Find & Replace*
- *Web Pages, Hyperlinks and Conditional Formatting*
- *Importing a Text File, Customising the Ribbon & the Quick Access Toolbar and Tell Me What You Want To Do*

The course, will take you around 24 hours to study. At the end of each module you'll complete a consolidation exercise which will help you to summarise what you have learned and appraise your understanding.

At the end of the course you'll take a validation test which, on successful completion, means you will receive a Pitman Training certificate to verify your achievement.

To discuss this training, speak to a Course Advisor in your nearest centre or enquire online and we'll get back to you.

PRE-REQUISITES

There are no pre-requisites for the study of this Excel 2016 course.

CAREER PATH

As Microsoft Excel is used across such a wide range of job roles, taking the time to learn this spreadsheet program will show your commitment to continuing professional development and help towards your career progression opportunities.

COURSE DURATION: 24 HOURS

(Course duration will vary from individual to individual, based on prior skills).



CPD POINTS: 24

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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