MS Excel 2016
(E-Learning Course)

R 995 Ex VAT	Course time: 282min	License valid for 14 days

About the Course

This hands-on training course has been specifically designed to assist you in simplifying and speeding up the tasks you perform with MS Excel every day. You will discover how to refine and improve the spreadsheets that you work with to get the most out of MS Excel and save loads of time.

This course will show, step-by-step, some practical ways to work with spreadsheets, sort data, insert tables and design macros and much more – all of which will save you time while increasing the quality and usability of the information you are preparing.

Who Should Attend

This course is for anyone who wants to use Microsoft Excel to produce spreadsheets, increase their efficiency and become an expert Excel user.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Excel	If you don't have a lot of experience using Excel, don't worry. This instructional course will walk you through the basics.	20 Minutes
Excel 2016 - Entering and Editing Data	There's definitely more to mastering Excel than entering and editing data, but it's a wonderful place to start. This short, two minute course ensures you're getting your information in the right place by showing you a variety of ways to enter and edit data, so that when you become an Excel wizard you know your data is right. In this short module, you'll learn: Methods of entering new data and editing existing data in Microsoft Excel 2016.	2 Minutes
Excel 2016 - Basic	You'll never excel at work without knowing Excel. You like that? Good, right? They should pay me to write taglines. Find out what you need to know about Excel 2016 here. If you're into typing things into little tiny boxes, this program is for you. But seriously, millions use Excel for work because it's a great data entry, calculation and representation tool. And since you're reading this, you'll probably need to use it for your work. Whether you're completely new to Excel, or you've just used a different version, this'll help you get to grips with the key bits.	80 Minutes
Excel 2016 - Intermediate	Basically, once you've got your head round the main bits of Excel, the cells and the data entry and that, you're at intermediate. It's a good level to be at. But could you be better? Find out. Excel's a really useful tool for almost every profession. Ergo, the better you are at Excel, the better you can be at your job. Ipso facto. QED. Chances are, most of us could use Excel more effectively, simply because it's such a diverse platform, and it can be tricky to understand everything fully through self-teaching. This course will help you dig a little deeper into the Excel mineshaft and unearth some hidden gems.	110 Minutes
Excel 2016 - Advanced	Excel's tricky. No shame in admitting that. It's easy to use, don't get me wrong, but to fully appreciate everything the platform has to offer? That takes time. Luckily, we've condensed all the main stuff into bitesize learning. Check it out. Mastering Excel can take you from employee to star employee! If you believe hyperbole like that, you'll believe anything. But, genuinely, it's a hugely useful platform, especially in a work environment. If you can use it to its fullest, it will put you at an advantage. And that can only be a good thing, right? This course has the tips that'll help you master this software.	70 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.