Microsoft Excel 2016 Advanced

Become an advanced level expert user of Microsoft Excel

Synopsis

This workshop will help users manage complex data and large calculations. Our course includes advanced formulas, functions, and tools to ensure spreadsheets are more efficient, accurate and professional.

Course Topics

- Setting Excel options
- Protecting data
- Importing and exporting
- Data linking
- Grouping and outlining
- Controls
- Summarising and subtotalling
- Data consolidation
- Data tables
- Scenarios
- Pivot tables
- Sharing workbooks
- Pivot table features
- Pivot Charts
- Advanced filters
- Validating data
- Recorded macros

Course Details

Delivery: Inhouse or Virtual delivery

Structure: Interactive Workshop

Time: 1 day

Class Size: Max 15

Cost: On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.