

# MICROSOFT EXCEL 2016 (INTERMEDIATE)

Course Mode	Part-time
Location	Milnthorpe Road Campus
Duration	1 Day
Level	N/A



## Course Overview

You will spend a very practical day with a qualified Microsoft Expert Master watching demonstrations and then completing tasks to learn various tools and techniques. You will be fully supported with your learning and your tutor will guide you through each task.

Topics covered are:

- Refresher on Auto sum functions
- Using the fill tools
- Formatting data
- Absolute cell references and why they are important
- Named cells and ranges
- Importing external data
- using text tools to correct or join data
- Count functions - COUNTIF, SUMIF
- Using the IF function
- Working with multiple sheets & formula across sheets
- Referencing between sheets
- Working with data Lists - sorting, filtering and sub-totalling
- Creating charts and graphs
- Conditional formatting
- Data validation tools
- Error Messages

# Entry Requirements

Basic knowledge and understanding of Excel and some previous experience using Excel.

## After your course

The course aims to provide you with the confidence and the knowledge to move on to the Advanced Excel, although we do strongly recommend that you leave yourself enough time to practice and build on your current skills before embarking on the Advanced Excel course.

## Fees

£75.00

*The fee displayed is the course fee. Course fees are per year for full-time & degree-level courses, and per course for part-time courses.*

*There may be other costs associated with this course e.g. kit, equipment, books, trips etc. Financial support may be available to support you with these. See the [Student Money](#) pages for more information.*

## Courses Fees

The current full-time & degree-level fee information is related to the 2022/23 academic year.

### Entry Level, Level 1 & Level 2 Courses

You may qualify for financial support to cover the cost of a government-funded qualification if any of the below apply to you:

- Have an annual salary of less than £18,525
- Receive an eligible means-tested benefit e.g. JSA, ESA or Universal Credit
- Are aged 16-18 on 31/08/22 and are not studying at another school/college
- Are aged 19 or over on 31/08/22 and do not already have a Level 1, 2 or 3 qualification
- Have a household income under £35,000 and are in financial hardship

See the [Student Money](#) pages for more information.