



# MICROSOFT EXCEL 2016 (ADVANCED)

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	1 Week
Level	N/A



## Course Overview

This course is aimed at the more experienced Excel user who wishes to consolidate their knowledge and learn some new features.

If your job involves working with Excel manipulating and analysing data in Excel, you will find this course very useful. This course is aimed to help you fill in gaps in your knowledge.

During the day we will look at many advanced functions such as Lookups, COUNTIFS, SUMIFS, What IF functions and Scenario building. You will also be shown short cuts and tips on creating spreadsheets quickly including the use of macros. We will build on skills to import data into Excel, prepare it and set up pivot tables to analyse it.

Topics covered include:

- Data Validation and Data Validation Lists
- Countif/ Countifs, Sumif & Sumifs
- Array Formula
- Importing External Data & Working with Data Lists
- Working with Pivot Tables & Pivot Chart Reports
- Using VLOOKUP
- Using HLOOKUP
- Creating Macros
- Scenarios

- Protecting Cells and Work Books

The course is workshop based and can be adapted to your personal requirements.

There is no assessment with this course, however, you will receive a certificate of attendance.

## Entry Requirements

You should have some prior experience of Excel. This is not a course for the IT beginner nor is it suitable for learners who have only recently completed the Introduction to Excel course. Some consolidation of learning needs to take place before attending this course.

## After your course

This is a useful course for all working in the administration and IT industries.

## Fees

£75.00

Course fees are per year. The current fee information is related to the 2019/20 academic year and is subject to change before the start of the course. Fees for 2020/21 will be updated in the Spring Term. There may also be additional costs associated with the course.

**This course is funded by the government and may be free if you are:**

- Aged 16-18 on 31/08/19
- Aged 19-23 on an Entry Level or Level 1 course with intent to progress to a Level 2 course
- Aged 19-23 on your first full Level 2 or Level 3 course
- Aged 19-23 on your first Level 4 course (if you haven't already got a Level 3 qualification)
- Aged 19+ on Functions Skills or GCSE English or Maths
- Unemployed and in receipt of JSA/ESA(WRAG)/Universal Credit or another eligible state benefit on an Entry Level, Level 1 or Level 2 course
- Member of a low income household & in financial hardship on an Entry Level, Level 1 or Level 2 course