



## MICROSOFT EXCEL 2016 (INTERMEDIATE)

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



## Course Overview

This course follows on from the Introduction to Excel.

The course will guide you through all the new features in Excel 2007/2010. You will look at more complex formulas and functions, such as the improved conditional formatting features and new filter options.

The course will cover many features and functions in Excel such as the 'IF' statements and how to use conditional formatting to highlight trends in data.

It also covers the importance of data validation and using validation to restrict access to cells, rows and columns.

Absolute referencing will be explained and methods discussed on how to deal with problem solving.

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

You will work with multiple sheets and the 3D sum function.

Topics covered include:

- Refresher on Autosum Functions & Formatting
- Absolute Cell References

- Importing external data
- Count functions - COUNTIF, SUMIF
- Using the IF function
- Working with Multiple Sheets
- Referencing between Sheets
- Working with Data Lists - sorting, filtering and sub-totalling
- Named Ranges
- Conditional Formatting
- Data Validation

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

## Entry Requirements

You should have some prior knowledge of computers. This is not a course for the IT beginner.

## 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 to the Advanced Excel.

## 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