

Excel 2016 Advanced

contextualised for schools

COURSE OUTLINE



Target Audience

This course is designed for users who have either attended either our “Excel Intermediate course or those who have used Excel to an Intermediate level – ie. are familiar with formula basics, etc. The ideal candidate would be one who needs more than just the basics of Excel to learn the more advanced features of Excel 2016.

Level

Advanced

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then we suggest that this is not the course for you.	Not suitable
If you read through this outline and are familiar with some of the topics but definitely not all then this course is suitable for you.	Suitable
If you are unsure about whether this is the right course for you please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Brief revision of Excel Intermediate topics- Data protection techniques including protecting sheets, books and passwords- Excel Options- More complex Conditional formatting- Data Validations- CountIF and other SUMIF functions	<ul style="list-style-type: none">- Database functions including DSUM, DMAX, DMIN, DAVERAGE, DCOUNT- More on PivotTables- PivotCharts- Creating and running Macros- Assigning macros to a button (this will not include VBA)- Data Consolidation- More complex charting
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Duration - 6 hours – 9am to 3:30pm

