

Excel 2016 Intermediate

contextualised for schools

COURSE OUTLINE



caring, flexible, professional

Target Audience

This course is designed for those who have attended our Excel Fundamentals Course or are familiar with the basics of Excel. This course takes the user to the next level with their knowledge in order to understand more functions and capabilities of Excel.

Level

Intermediate

Delivery mode

Virtual over Zoom

Making your decision

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

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|---|---------------------|
| If you read through this outline and are well versed in the topics listed then this might not be the right course for you. | Not suitable |
| If you read through this outline and are familiar with some topics but not all then this is the right course for you. | Suitable |
| If you read through this outline and most of it is unknown then this is the right course for you | Suitable |
| If you are unsure about whether this is the right course for you please send an email to info@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:

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|---|---|
| <ul style="list-style-type: none">- Brief revision of Excel basics- Working with comments/notes- Freezing panes- Filling and custom lists- Grouping and Outlining- Sorting data- Filtering data- Removing duplicates- Subtotals | <ul style="list-style-type: none">- Introduction to Simple PivotTables- Conditional formatting Range names- Absolute and mixed formula addressing- Functions: TODAY, NOW, Using IF statements, VLOOKUP- More on charts- Printing- Printing large spreadsheets |
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Duration

6 hours – 9am to 3:30pm



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