

# Microsoft Excel 2016 Intermediate

*Increase your Excel skill level to create more productive workbooks*

## Synopsis

This course is suited to users of Excel who wish to increase their skill level and learn more about the many tools within Microsoft Excel.

This workshop will help users expand their skill level allowing them to create more productive workbooks. Our course covers formulas and function techniques, advanced formatting, charting and data manipulation.

## Course Topics

- Worksheets techniques
- Page set-up
- Number formatting techniques
- Conditional formatting
- Chart elements
- Chart object formatting
- Applying borders
- Goal seeking
- Quick analysis tools
- Complex formulas

## Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

## About the Trainer



Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.