

Microsoft Excel 2016 – Level 2

Upcoming Microsoft Excel 2016 course

Sessions: 4 x 3 hour sessions

Dates: 23rd, 25th, 30th July and 1st August 2019 Time: 7.00 p.m – 10.00 p.m

Dates: 3rd, 5th, 10th and 12th September 2019 Time: 3.30 p.m – 6.30 p.m

Dates: 19th, 21st, 26th and 28th November 2019 Time: 7.00 p.m – 10.00 p.m

Price: \$350

Trainer: Jan Hollingsworth

Class maximum is 10 to allow student trainer interaction to be maximized.

USB and workbook supplied. On completion you will receive a Certificate of Attendance.

The skills and knowledge acquired in Microsoft Excel 2016 - Level 2 enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

Participants will learn how to:

- use fill operations to fill a data series and apply a range of number formatting techniques
- a range of techniques for worksheets and apply a variety of page setup techniques
- apply borders to cells, create and use defined names and apply conditional formatting
- use common worksheet functions and create more complex formulas and functions
- understand and use Excel's Quick Analysis tools
- create and work with tables
- use elements and features to enhance charts and how to format objects in a chart

Please email info@ast.org.au or call 5445 9880 for more information.

Access Skills Training

22 McLaren Street, Bendigo VIC 3550