

Microsoft Excel Advanced

2013 & 2016



Advanced Microsoft Excel Office 365, 2013 / 2016

📌 Course Aim:

This course is designed for people who have an excellent knowledge of Excel up to an intermediate level. On completion of this advanced course, candidates will have the necessary skills to produce complex documents using all the tools and functions available to them in Excel.

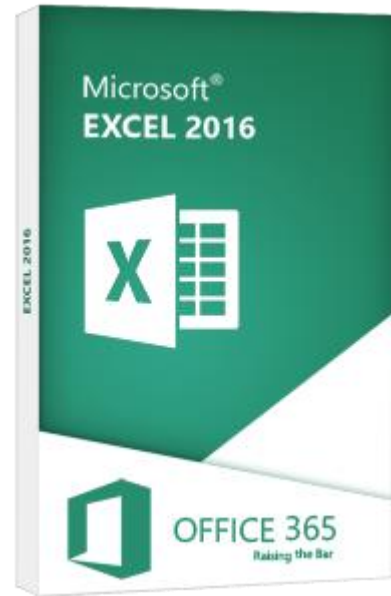
📌 Client Profile:

Candidates should be proficient in using Excel up to an intermediate standard and be competent in the use of file management.

📌 Course Outline

Microsoft Excel Office 365, 2013 / 2016

- Data validation & importing into Excel
- Working with Macros
- Creating queries
- Customising Excel
- Using shared workbooks
- The Paste Special function
- Creating and applying a template
- Using styles and data tables
- Using scenario manager and solver
- File protection
- Using data validation
- Creating Slicers
- Creating Sparklines
- H & V Lookups
- Pivot Tables
- Pivot Charts
- Advanced Functions
- Advanced Formatting
- Working with Comments
- Sending a worksheet as an attachment
- Linking Sheets
- Hyperlinks in Excel
- Using Custom Lists
- Embedded objects within Excel & Word
- Finding duplicates in Excel



📌 Course Location:

Killarney Kerry | Macroom | Cork City

📌 Course Certification:

ECDL, MOS, Microsoft Application Specialist

📌 Course Duration:

1 Full Day. Please contact Island Computers for more details.