Excel 2016 Expert

Excel 2016 Expert-
Online Training Course- CPDUK Accredited

OVERVIEW

Welcome to the Mandatory Training Group's online Excel 2016 Expert training course.
All our online training courses, programmes and qualifications are accredited by the
CPD Certification Service (CPDUK).

Learners will gain an advanced level of understanding of the Microsoft Excel environment, and the ability to guide others to the proper use of the program's full features – critical skills for those in roles such as accountants, financial analysts, and commercial bankers.

Learners will create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. They will customize their Microsoft Office Excel 2016 Expert environments to meet project needs and increase productivity. Microsoft Office Excel 2016 Expert workbook examples include custom business templates, multi-axis financial charts, amortization tables, and inventory schedules.

Excel 2016 Essentials – E-Learning Course — CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 4 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Excel 2016 Expert training course is suitable for anyone who wants to improve their knowledge of Excel 2016. These skills will enhance the learner's knowledge and employability opportunities.

This online Excel 2016 Expert training course can be purchased as an individual course or as part of our integrated Microsoft Office training programs and certification.

Course aims

The online Excel 2016 Expert training course is designed for both students who are interested in gaining a broad knowledge of the Excel 2016 application and for experienced word users who wish to undertake a refresher course.

This online Excel 2016 Expert training course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

Learning outcomes

On completion of this online Excel 2016 Expert training course, learners will:

- Gain an advanced level of understanding of the Microsoft Excel environment,
- Have the ability to guide others to the proper use of the program's full features – critical skills for those in roles such as accountants, financial analysts, and commercial bankers,
- Be able to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations,
- Be able to customize their Microsoft Office Excel 2016 Expert environments to meet project needs and increase productivity.

*Microsoft Office Excel 2016 Expert workbook examples include custom business templates, multi-axis financial charts, amortization tables, and inventory schedules.

What is covered in this course?

This online Excel 2016 Expert training course covers the following modules:

Module 1:   Manage Workbook Options and Settings

- Manage Workbooks
- Save a workbook as a template
- Copy macros between workbooks
- Mange Document Versions
- Reference data in another workbook
- Reference data by using structured references
- Enable macros in a workbook
- Display hidden ribbon tabs
- Manage Workbook Review
- Restrict editing
- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Mange workbook versions
- Encrypt workbooks with a password

Module 2: Apply Custom Data Formats and Layouts

- Apply Custom Data Formats and Validation
- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation
- Apply Advanced Conditional Formatting and Filtering
- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules
- Create and Modify Custom Workbook Elements
- Create custom color formats
- Create and modify cell types
- Create and modify custom themes
- Create and modify simply macros
- Insert and configure form controls
- Prepare a Workbook for Internationalization
- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

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Module 3: Create Advanced Formulas

- Apply Functions in Formulas
- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, AND COUNTIFS functions
- Look up data using Functions
- Look up data by using the VLOOKUP
- Look up data by using the HLOOKUP function
- Look up data by using the MATCH function
- Look up data by using the INDEX function
- Apply Advanced Date and Time Functions
- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions
- Perform Data Analysis and Business Intelligence
- Import, transform, combine, display, and connect to data

- Consolidate data
- Perform what-if analysis buy suing Goal Seek and Scenario Manager
- Use cube functions to get data out of the Excel data model
- Calculate data by using financial functions
- Troubleshoot Formulas
- Trace precedence and dependance
- Monitor cells and formulas by using the Watch Window
- Validate formulas by using error checking values
- Evaluate formulas
- Calculate data by using financial functions
- Define Named Ranges and Objects
- Name cells
- Name data ranges
- Name tables
- Mange named ranges and objects

Module 4: Create Advanced Charts and Tables

- Create Advanced Charts
- Add trendlines to charts
- Create dual axis charts
- Save a chart as a template
- Create and Manage Pivot Tables
- Create PivotTables
- Modify field selections and options

- Create slicers
- Group PivotTable data
- Reference data in a PivotTable by suing the GETPRIVOTDATA function
- Add calculated fields
- Format data
- Create and Manage PivotCharts

Why is this online Excel 2016 Expert training course relevant?

Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an essential member of their team.

Start mastering Excel, the world's most popular and influential spreadsheet program with our Excel 2016 Expert training course. Learn how to enter best and organise data, perform calculations with simple functions, work with multiple worksheets, format the appearance of your data and cells, and build charts and PivotTables.

You will also learn how to utilise the powerful IF, VLOOKUP, and COUNTIF family of functions; the Goal Seek, Solver, and other data analysis tools; and automating tasks with macros.

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HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Civility in the Workplace Training Course for Global Executives

> "YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA

Counter Fraud, Bribery and Corruption Training for NHS Providers

> "NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

> "Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK

OneHealth.co.uk
Healthcare choice for everyone

Statutory and Mandatory Training for Healthcare Providers

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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