Excel 2016 Essentials

Excel 2016 Essentials-
Online Training Course- CPDUK Accredited

OVERVIEW

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

You will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. Microsoft Office Excel 2016 Essentials will help learners know and demonstrate the correct application of the principal features of Excel 2016. You will learn how to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

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 Essentials 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 Essentials 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 Essentials 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 Essentials 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 Essentials training course, learners will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. Microsoft Office Excel 2016 Essentials will help learners know and demonstrate the correct application of the principal features of Excel 2016.

Learners will create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

What is covered in this course?

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

Module 1: Module One: Create and Manage Worksheets and Workbooks

- Create Worksheets and Workbooks
- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet
- Navigate in Worksheets and Workbooks
- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks
- Format Worksheets and Workbooks
- Change worksheet tab colour
- Rename a worksheet
- Change worksheet order
- Modify page setup
- Insert and delete columns or rows
- Change Workbook themes
- Adjust row height and column width
- Insert headers and footers
- Customise Options and Views for Worksheets and Workbooks

- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customise the Quick Access toolbar
- Change workbook views
- Change window views
- Modify document properties
- Change magnification by using zoom tools
- Display formulas
- Configure Worksheets and Workbooks for Distribution
- Set a print area
- Save workbooks in alternative file formats
- Print all or part of a workbook
- Set print scaling
- Display repeating row and column titles on multiple worksheets
- Inspect a workbook for hidden properties or personal information
- Inspect a workbook for accessibility issues
- Inspect a workbook for compatibility issues

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Module 2: Manage Data Cells and Ranges

- Insert data in cells and ranges
- Replace data
- Cut, copy, or paste data
- Paste data by using special paste options
- fill cells by using AutoFill
- Insert and delete cells
- Format cells and ranges
- Merge cells
- Modify cell alignment and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats, apply cell styles
- Summarise and organise data
- Insert sparklines
- Outline data
- Insert subtotals
- Apply conditional formatting

Module 3: Create tables

- Create and manage tables
- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns
- Manage table styles and options
- Apply styles to tables
- Configure table style options
- Insert total rows
- Filter and sort a table
- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

Module 4: Perform operations with formulas and functions

- Summarise data by using functions
- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function
- Perform conditional operations by using functions
- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function
- Format and modify text by using functions
- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

Module 5: Create charts and objects

- Create charts
- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyse data by using Quick Analysis
- Format graphic elements
- Resize charts

- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet
- Insert and format objects
- Insert text boxes and shapes
- Insert imagesModify object properties
- Add alternative text to objects for accessibility.

Why is this online Excel 2016 Essentials 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 Essentials 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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Learn. Develop. Comply

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.

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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.

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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.

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Click Here to Buy this Course

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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