



Microsoft  
Excel 2016

# Mastering Microsoft Excel 2016 - Basics

Mastering Microsoft Excel 2016 - Basics -  
Online Training Course - CPDUK Accredited



Corporate  
Member

The CPD Certification Service



## OVERVIEW

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

### Mastering Microsoft Excel 2016 - Basics

**Teacher** - Barbara Evers

**Learner** - Christina Tankersley

Quickly Search For And Find The Skills You Want To Master– Then Just Point, Click, And This online Mastering Microsoft Excel 2016 basics training course with the help of expert Barbara Evers will introduce you to Excel 2016 so that you acquire skills needed to use the functions and features of Microsoft Excel 2016

### Mastering Microsoft Excel 2016 - Basics – E-Learning Course — CPDUK Accredited

- ♦ Study method – Online, self-paced
- ♦ Estimated duration (Indicative CPD hours) – 240 minutes
- ♦ 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 Mastering Microsoft Excel 2016 basics training course is suitable for anyone who wants to advance their understanding of Microsoft Excel 2016. These skills will improve the learner's experience and employability opportunities.

### Course aims

The aims of this Mastering Microsoft Excel 2016 basics eLearning course is to:

- Impart practical skills on the use of Excel in modern business.
- Help you understand how to create multi-layered and interactive reports
- Assist you to come up with revealing answers to critical business questions
- Develop skills on the coming up with budget allocations as well as track expenditures.



## Learning objectives

On completion of this Mastering Microsoft Excel 2016 basics e-learning course, the learner will be able to:

- Demonstrate how to navigate the ribbon
- Discuss the compatibility issues between Excel 2016 and older versions of Excel
- Explain the importance of named ranges
- Write nested functions on a spreadsheet
- Demonstrate advanced functions on a spreadsheet.

## Learning outcomes

Once you have completed this online Mastering Microsoft Excel 2016 basics training course, the learner will be able to:

- Create an interactive report on a spreadsheet.
- Explain how to create easy-to-view charts and graphs on a spreadsheet.
- Demonstrate how to use conditional formatting and sparklines to highlight data trends.
- Define and develop macros on a created spreadsheet.

## What is covered in this course?

This online Mastering Microsoft Excel 2016 basics training course includes the following:

- Unit 01: Intro
- Unit 02: Selecting and navigating
- Unit 03: Keyboard navigation and basic data entry
- Unit 04: The ribbon
- Unit 05: The quick access toolbar
- Unit 06: Creating a new spreadsheet
- Unit 07: Compatibility issues
- Unit 08: Cell data & data types
- Unit 09: Accessing help
- Unit 10: Creating worksheet formulas
- Unit 11: Insert functions
- Unit 12: Re-using formulas and functions
- Unit 13: Insert, delete, & adjust columns & rows
- Unit 14: Find and replace
- Unit 15: Use proofing and research tools
- Unit 16: Apply text formats
- Unit 17: Apply number formats
- Unit 18: Align cell contents
- Unit 19: Applying styles and themes
- Unit 20: Conditional formatting
- Unit 21: Creating and using templates
- Unit 22: Preview and print a notebook
- Unit 23: Page layout
- Unit 24: Configure headers and footers

- Unit 25: Managing worksheets
- Unit 26: View options
- Unit 27: Managing workbook properties
- Unit 28: Working with named ranges
- Unit 29: Using named ranges in formulas
- Unit 30: Using specialised functions
- Unit 31: Working with logical functions
- Unit 32: Displaying formulas
- Unit 33: Nesting functions
- Unit 34: Date and time functions
- Unit 35: Text functions
- Unit 36: Sorting data
- Unit 37: Filtering data
- Unit 38: Using database functions
- Unit 39: Using subtotals
- Unit 40: Create and modify tables
- Unit 41: Manipulating table data
- Unit 42: Conditional formatting rules
- Unit 43: Using logical functions with Conditional Formatting
- Unit 44: Creating charts
- Unit 45: Modifying and formatting charts
- Unit 46: Creating a dual-axis chart
- Unit 47: Chart templates
- Unit 48: Formatting shapes and objects
- Unit 49: Creating a PivotTable
- Unit 50: Analysing PivotTable data
- Unit 51: Pivot charts
- Unit 52: Slicers and timelines
- Unit 53: Using links and external references
- Unit 54: Using 3D references
- Unit 55: Consolidating data
- Unit 56: Using lookup functions - Part 1
- Unit 57: Using Lookup Functions - Part 2
- Unit 58: Tracing precedent and dependent cells
- Unit 59: Watching and evaluating formulas
- Unit 60: Comments and track changes
- Unit 61: Comparing and merging workbooks
- Unit 62: Accessibility checker
- Unit 63: Protecting worksheets and workbooks
- Unit 64: Applying data validation
- Unit 65: Search for invalid data
- Unit 66: Working with macros - Part 1
- Unit 67: Working with macros - Part 2
- Unit 68: Creating sparklines
- Unit 69: 3D maps
- Unit 70: Data tables
- Unit 71: Using scenarios
- Unit 72: Goal seek
- Unit 73: Forecasting data trends
- Unit 74: Changing your display
- Unit 75: Importing delimited text files
- Unit 76: Data Forms and form controls
- Unit 77: Calculated fields and cube functions.

## Why is this online Mastering Microsoft Excel 2016 - Basics training course essential?

This online Mastering Microsoft Excel 2016 basics training course is invaluable to all those with either the desire or the task to create interactive reports, among other valuable skills in business that can be done through Excel.

[Click Here to Buy this Course](#)



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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.



## 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 Continuing 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.



### 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



### City and Hackney

Clinical Commissioning Group

### 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".*

Manish Bhatti, Reed Courses, London, UK



*"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



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



## 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



## 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

[Click Here to Buy this Course](#)

# 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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## WORKING HOURS

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