

Microsoft Certification

QUALIFICATION PURPOSE

This course builds on the foundational knowledge introduced in Microsoft Office Excel® 2016: Part 1. It is designed to guide learners along the path to creating advanced workbooks and worksheets that enhance organizational intelligence. Participants will learn how to analyse large volumes of data, transform it into meaningful insights, and present information in a way that supports informed decision-making. These skills are critical for organizations aiming to remain competitive in today's data-driven environment. The course aligns with Microsoft Office Specialist (MOS) exam objectives, supporting learners in preparing for both the Excel 2016 Exam and the Excel 2016 Expert Exam. A strong emphasis is placed on hands-on, practical application to ensure learners can confidently apply their skills in real-world scenarios.

Course Objectives

Upon successful completion of this course, learners will be able to leverage advanced Excel features to analyse data and present insights that support intelligent, data-driven organizational decisions.

Learners will be able to:

- Work confidently with functions and lists
- Analyse and visualize data using charts and advanced tools
- Create and manage Tables, PivotTables, and PivotCharts
- Work with multiple worksheets and workbooks
- Use lookup functions and perform formula auditing
- Share, protect, and automate workbooks
- Create Sparklines and map data
- Forecast data trends
- Use array formulas and graphical objects
- Import and export data efficiently
- Work with external data sources
- Prepare, create, and analyse data using PivotTables
- Get started with Power Pivot and Power Data
- Visualize and work with advanced Power Pivot functionality

Course Outline

Lesson 1: Working with Functions

- Working with ranges
- Using specialised functions
- Working with logical functions
- Working with date and time functions
- Working with text functions

Lesson 2: Working with Lists

- Sorting data
- Filtering data
- Querying data with database functions
- Outlining and subtotaling data

Lesson 3: Analysing Data

- Creating and modifying tables
- Applying intermediate conditional formatting
- Applying advanced conditional formatting

WHO SHOULD ATTEND?

This course is intended for learners who already possess foundational knowledge and skills in Excel 2016 and wish to deepen their ability to analyse, manage, and present data more effectively.

DURATION OF TRAINING

5 Days

MACCAUVLEI ENTRY REQUIREMENTS

Learners are expected to have a basic understanding of using a Windows-based computer

LEARNING ASSUMED TO BE IN PLACE

- Navigating the Windows operating system
- Using a keyboard and mouse
- Opening, saving, and managing files and folders

CERTIFICATION

Certificate of Completion from Microsoft



Contact Details

For registration forms or more detail please contact us:

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