



IMSIMBI

COMPUTER TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Computer Training proudly presents

Excel Part Two – 1 DAY – builds on the basics – (then Part Three will train learners to use the advanced features)



Microsoft

Our Trainers are all Microsoft Certified

Imsimbi Training is a Level 1 Contributor BBEE company

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MICROSOFT OFFICE EXCEL 2016 – PART 2

This course is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, insert graphics, and enhance workbooks.

Creating Advanced Formulas

In this lesson, students will learn how to use range names in formulas and functions, as well as how to use specialized functions.

Analysing Data with Logical and Lookup Functions

Next, students will learn how to analyse data by using text, logical, lookup, date and financial functions.

Organising and Analysing Datasets and Tables

This lesson covers how to create and modify tables, sort and filter data, use subtotal features, and work with database functions.

Visualizing Data with Charts

Students will learn how to create charts, as well as how to modify and format existing charts. They will also learn how to create a trendline and advanced charts.

Analysing Data with PivotTables, Slicers, and Pivot-Charts

Creating a PivotTable, filtering data using slicers and, analysing data using Pivot-Charts will be covered in this lesson.

Inserting Graphics

Next, students will learn how to insert, modify, layer and group graphical objects. We will also take a look at how to incorporate SmartArt into workbooks.

Enhancing Workbooks

In this final lesson, students will learn how to customize workbooks, manage themes and, create and use templates.

Lesson 1: Creating Advanced Formulas

Topic A: Use Range Names in Formulas

Topic B: Use Specialized Functions

Lesson 2: Analysing Data with Logical and Lookup Functions

Topic A: Use Text Functions



- Topic B: Use Logical Functions
- Topic C: Use Lookup Functions
- Topic D: Use Date Functions
- Topic E: Use Financial Functions

Lesson 3: Organising Worksheet Data with Tables

- Topic A: Create and Modify Tables
- Topic B: Sort and Filter Data
- Topic C: Use Subtotal and Database Functions to Calculate Data

Lesson 4: Visualising Data with Basic Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trendline
- Topic D: Create Advanced Charts

Lesson 5: Analysing Data with PivotTables, Slicers, and Pivot-Charts

- Topic A: Create a PivotTable
- Topic B: Filter Data by Using Slicers
- Topic C: Analyse Data with Pivot-Charts

Lesson 6: Inserting Graphics

- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt

