

# Microsoft 2016 Excel Specialist

## Preparation for MS Excel Certification

Develop expertise in MS 2016 Excel and add a valuable technical certification to your professional development. These courses will provide everything you need in order to be successful in your career.

In this course, students will be able to perform tasks such as editing worksheets, working with formulas and functions, creating worksheet data, formatting cell content, managing multiple sheet workbooks, applying advanced functions and data analysis, creating tables and outlines, using graphics and templates, working with pivot tables and macros, collaborating in Excel, and integrating Excel with other programs. You will be engaged with hands on learning as you apply learned concepts to create relevant, mock work examples in an Instructor led setting.

### Classes in Series

**Course Series Fee: \$499\*, Individual Sessions: \$139.00\***

- **Excel Level 1:** March 11 & March 13, 2019, Monday & Wednesday, 6 p.m. – 9 p.m., North Metro Campus

Introduction to Worksheets • Rearranging Data • Managing Multiple Worksheets • Data Visualization with Charts and Images  
Organizing Large Amounts of Data

- **Excel Level 2:** March 18 & March 20, 2019, Monday & Wednesday, 6 p.m. – 9 p.m., North Metro Campus

Advanced Formatting • Date and Time Functions, Conditional Formatting • Advanced Functions for Text and Analysis  
Lookup Function and the Outline Features

- **Excel Level 3:** March 25 & March 27, 2019, Monday & Wednesday, 6 p.m. – 9 p.m., North Metro Campus

Working with Tables • Financial Functions and What-If Analysis • PivotTables and PivotCharts • Macros, Workbook Protection and Inspecting Workbooks for Compatibility

\* Book included

After completion of this training you will be prepared to take the following exam:

77-727: Microsoft Office Excel 2016 Exam

or

77-728: Microsoft Excel 2016 Expert

### Chattahoochee Technical College

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