

# Microsoft Excel 2016: Beyond the Basics



**Returning to work and need to update those computer skills?  
Intimidated by those applicant screening on-line skills tests?**

## **This daylong robust workshop covers many of the more advanced features of Excel.**

This class is intended for students who are comfortable with Excel basics and would like to learn the computer skills to make them successful in the workplace. Topics to be covered are as follows: perform calculations on data, manage worksheet data, reorder and summarize data, analyze alternative data sets, create charts and graphics, create dynamic worksheets by using PivotTables. At the end of class you will be able to create different Excel formulas and functions and find and correct errors in calculations, sort, filter and organize Excel data into meaningful totals, use what if Analysis tools including GoalSeek, Solver and Scenarios, use Excel to create enhanced charts and sparklines, create dynamic worksheets using PivotTables.

**\*\*\*\*Students must purchase Step by Step Microsoft Excel 2016 by Joan Lambert and Curtis Frye, Published by Microsoft Press ISBN: 978-0-7356-9880-2 (cost on Amazon is approximately \$29.<sup>00</sup>) and bring a flash drive to store data files.**



**Registration Code:** SFAP-1523-T0605

**Date:** Friday, November 15, 2019

**Time:** 8:30 am - 3:00 pm

**Fee:** \$100

**Location:** Auburn Hills Campus  
2900 Featherstone Rd., Auburn Hills  
M-TEC Building, Room 235  
½ hour for lunch, bring your lunch

Register online at [www.oaklandcc.edu/ce](http://www.oaklandcc.edu/ce)  
or call **248.232.4167 / 248.232.4150**



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