



**NIPAM**  
NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT

## MICROSOFT EXCEL (INTERMEDIATE)

This Intermediate Microsoft Excel 2016 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles.

**Venue:** Windhoek, NIPAM Campus

**Duration:** Five (5) Days

**Fees:** N\$ 6 500.00

### COURSE LEARNING OUTCOMES

- Learn to use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.