NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

MICROSOFT EXCEL (BASIC)

In this Introduction to Microsoft Excel 2016 training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2016 worksheets.
Microsoft

Venue:	Windhoek, NIPAM Campus
Duration:	Five (5) Days

COURSE LEARNING OUTCOMES

- Create basic worksheets using Microsoft Excel 2016.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in 2016

For enquiries please contact:
Mr Joubert Tawana: Senior Lecturer
Tel: 061 296 4867, Cell: 0811 660455, Email: jtawana@nipam.na