



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

MICROSOFT EXCEL (ADVANCED)

This Advanced Microsoft Excel 2016 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyse worksheet data, utilize data tools, collaborate with others, and create and manage macros.

Venue: Windhoek, NIPAM Campus

Duration: Five (5) Days

COURSE LEARNING OUTCOMES

- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and work books.
- Create, use, edit, and manage macros.
- Import and export data.