

Microsoft Office Excel 2016 Core  
Course Factsheet



Enhancing skills of the **future**

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Microsoft developed certifications through Microsoft Certifications and qualify professionals for technical roles in today's ICT-driven environment.

Microsoft Certifications provide different certification paths relevant for today's ICT technical roles, suitable for different learner levels and work experience.

Al Moalem Institute offers courses in Microsoft Technology Associate (MTA) and Microsoft Certified Solutions Associate (MCSA).



Established in 1992, Al Moalem Institute has been providing comprehensive training in the Kingdom of Bahrain.

With over 100+ internationally recognized certifications and qualifications, Al Moalem Institute has been human resource potential and continually shaping careers of today's workforce and the future generation.

## **Microsoft Office Excel 2016 Core**

Our course in Microsoft Excel is designed to develop your foundational understanding of Microsoft Excel 2016 application that is necessary for data analysis, manipulation, and presentation in MS Excel spreadsheets.

### **How long does it take to complete the course?**

The duration of this course is 20 guided learning hours to complete.

### **Who is this course for?**

This course is ideal for:

- Those who would like to gain a formal qualification in ICT skills.
- Those who aim to certify their MS Office application skills, specifically MS Excel.
- Those who wish to learn about the uses of different MS Office applications.

### **What topics does the course cover?**

This course will cover the following topics:

- Creating and managing worksheets and workbooks in MS Excel
- Managing data cells and ranges
- Creating tables
- Performing operations with formulas and functions
- Creating charts and objects

### **What will I gain after completing this certification?**

At the end of the course you should be able to:

- Understand the Excel environment and the ability to complete tasks independently.
- Demonstrate the correct application of the principle features of Excel 2016.
- Create and edit a workbook with multiple sheets, and use a graphic element to represent data visually.

### **How is it assessed?**

You must be able to demonstrate competency in the task-based computer-based assessments taken at Pearson Vue test centers.

### **Do I need any prior qualifications to start this course?**

There are no formal entry requirements for this course.

## **I completed and received my certification, what happens next?**

Upon successfully passing the requirements of this exam, you may choose to pursue other Microsoft Office application courses.

## **What employment opportunities can I apply for after gaining this qualification?**

A certification that is highly recognized worldwide combined with our employability skills programs, our certified Microsoft office application trainees can explore endless opportunities in entry-level administrative and support roles such as:

- Data entry clerks
- Secretary/Executive Assistant
- General Administrative Assistant
- Office Support Staff

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## Reach us

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