Microsoft Excel 2016 Level 2

Description

Microsoft Excel 2016 Level 2 Training builds on your Excel skills to take them to the next level. This one day, instructor led training course will introduce you to more advanced topics and give you a chance to practice these skills with hands on, guided labs.

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that’s a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that’s exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam.

Key Microsoft Excel 2016 Level 2 Training Takeaways:

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.
Outline

Lesson 1: Working with Functions

Topic A: Work with Ranges
Topic B: Use Specialized Functions
Topic C: Work with Logical Functions
Topic D: Work with Date & Time Functions
Topic E: Work with Text Functions

Lesson 2: Working with Lists

Topic A: Sort Data
Topic B: Filter Data
Topic C: Query Data with Database Functions
Topic D: Outline and Subtotal Data

Lesson 3: Analyzing Data

Topic A: Create and Modify Tables
Topic B: Apply Intermediate Conditional Formatting
Topic C: Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts
Topic B: Modify and Format Charts
Topic C: Use Advanced Chart Features

Lesson 5: Using PivotTables and PivotCharts

Topic A: Create a PivotTable
Topic B: Analyze PivotTable Data
Topic C: Present Data with PivotCharts
Topic D: Filter Data by Using Timelines and Slicers
PreRequisites

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the following courses or have equivalent experience:

- Windows 10: Basic
- Excel 2016: Basic

Audience

Students taking this course should be comfortable using a personal computer and Microsoft Windows XP, Windows Vista, or preferably Windows 7. Students should have some experience using Microsoft Excel. Students will get the most out of this course if their goal is to become proficient in such tasks as consolidating data, using advanced chart formatting options, sorting and filtering data, using special formatting options, using templates, using error tracing features, protecting worksheets, and linking worksheets and workbooks.
### Class Dates

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