Excel 2016 - Level 2

Duration:

Overview:

The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organisation 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.

Target Audience:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Pre-requisites:

Prior to taking this course, you should either have taken Microsoft Office Excel 2016: Part 1 or have equivalent knowledge.

At Course Completion:

After completing this course, students will be able to:

- Customise the Excel environment
- Create advanced formulas
- Analyse data by using functions and conditional formatting
- Organise and analyse datasets and tables
- Visualise data by using basic charts
- Analyse data by using PivotTables, slicers, and PivotCharts

Lesson 1: Customising the Excel Environment

- Configure Excel Options
- Customise the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialised Functions
- Use Array Formulas

Lesson 3: Analysing Data with Functions and Conditional Formatting

- Analyse Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting

Lesson 4: Organising and Analysing Datasets and Tables

- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Lesson 5: Visualising Data with Basic Charts

- Create Charts
- Modify and Format Charts

Lesson 6: Analysing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

Appendix A: Microsoft Office Excel 2016 Exam 77-420

Appendix B: Microsoft Office Excel 2016 Expert Exams 77–427 and 77-428

Appendix C: Financial Functions

Appendix D: Date and Time Functions

Appendix E: Working with Graphical Objects