



Microsoft Excel 2016 Level 2

Course EXL16-2 1 Day Instructor-led, Hands on

Introduction

Students will learn how to use intermediate features of Excel, including the use of advanced functions, sorting and filtering data, and analyzing data using pivot tables and charts. Learn all about Excel Sparklines.

At Course Completion

Upon successful completion of this course, students will be able to:

- Perform and use advanced calculations in worksheets
- Create Excel tables
- Sort and filter data
- Create templates
- Create pivot tables and pivot charts
- Create and modify charts
- Use Excel Sparklines

Prerequisites

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Excel 2016 Level 1

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Performing Advanced Calculations

- Naming Cell Ranges
- Editing Cell Ranges
- Calculating Functions on Multiple Ranges
- Calculating Data with Multiple Sheets
- Calculating Date Functions
- Using Formula Functions

Module 2: Using Advanced Functions

- Calculating Using IF Functions
- Using the VLOOKUP Function
- Using Database Functions

Module 3: Using Sort and Filter Options

- Sorting Data
- Creating a Filter
- Creating an Advanced Filter

Module 4: Creating Excel Tables

- Inserting an Excel Table and Creating a Table Style
- Creating Table Calculations
- Filtering Tables
- Creating Subtotals

Module 5: Creating Excel Templates

- Using a Built-in Excel Template
- Creating a Template from an Existing Workbook
- Creating an Excel Theme

Module 6: Creating Pivot Tables and Pivot Charts

- Creating a Pivot Table
- Pivoting Data in a Pivot Table
- Creating a Pivot Chart
- Changing the Look of a Pivot Chart

Module 7: Creating and Modifying Charts

- Creating Charts
- Working with Chart Layouts
- Formatting a Chart

Module 8: Using Excel Sparklines

- Building Sparklines
- Customizing Sparklines