Excel 2016 Level 2

Days of Training: 1

Course Description

Excel 2016 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from http://www.30bird.com.

Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.

The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel.

Other Courses in the Series

* Excel 2016: Level 1
* Excel 2016: Level 3

Outline

Chapter 1: Managing workbooks

Module A: Managing worksheets

Module B: Customizing Excel

Chapter 2: Named ranges

Module A: Using names in formulas

Chapter 3: Tables

Module A: Sorting

Module B: Filtering tables

Module C: Structured references

Module D: Validation

Module E: Transposing data

Chapter 4: Summarizing data

Module A: Consolidation

Module B: Subtotals

Chapter 5: PivotTables

Module A: Creating and formatting PivotTables

Module B: Manipulating PivotTables

Module C: PivotCharts

Chapter 6: Presentation features

Module A: Conditional formats

Module B: Custom Formats

Module C: Graphics

Chapter 7: Advanced charts

Module A: Special chart types

Module B: Sparklines

Module C: Quick Analysis

Chapter 8: Collaboration

Module A: Permissions

Module B: Shared workbooks