Microsoft Excel 2016 (Level 2)

Course Overview

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

This course builds upon the foundational Microsoft Excel 2016 knowledge and skills delegates have already acquired and sets on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

Delegates will learn a lot of things about Excel 2016, including how to create advanced formulas and organise data into tables.

Delegates will discover the power of PivotTables, Pivot Charts and how Slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea, asking data questions and using Excel 2016 to find the answers.

Target Audience

Delegates who have completed the Excel (Level 1) course or with prior Excel knowledge.

Prerequisites

To ensure success, delegates will need to have a comfort level with the basic skills of Excel like entering data, working with data, using functions, and working with formulas.

Duration

- 2 Days

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Course Outline

Module 1: Working with functions
- Work with ranges.
- Use specialized functions.
- Work with logical functions.
- Work with date and time functions.
- Work with text functions.

Module 2: Working with lists
- Sort data.
- Filter data.
- Query data with database functions.
- Outline and subtotal data.

Module 3: Analysing data
- Create and modify tables.
- Apply intermediate conditional formatting.
- Apply advanced conditional formatting.

Module 4: Visualizing data with charts
- Create charts.
- Modify and format charts.
- Use advanced chart features.

Module 5: Analysing data with pivotable and pivot charts
- Create a pivotable.
- Analyze pivotable data.
- Present data with pivot charts.
- Filter data by using timelines and slicers.

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