**Document Generated: 06/30/2024**
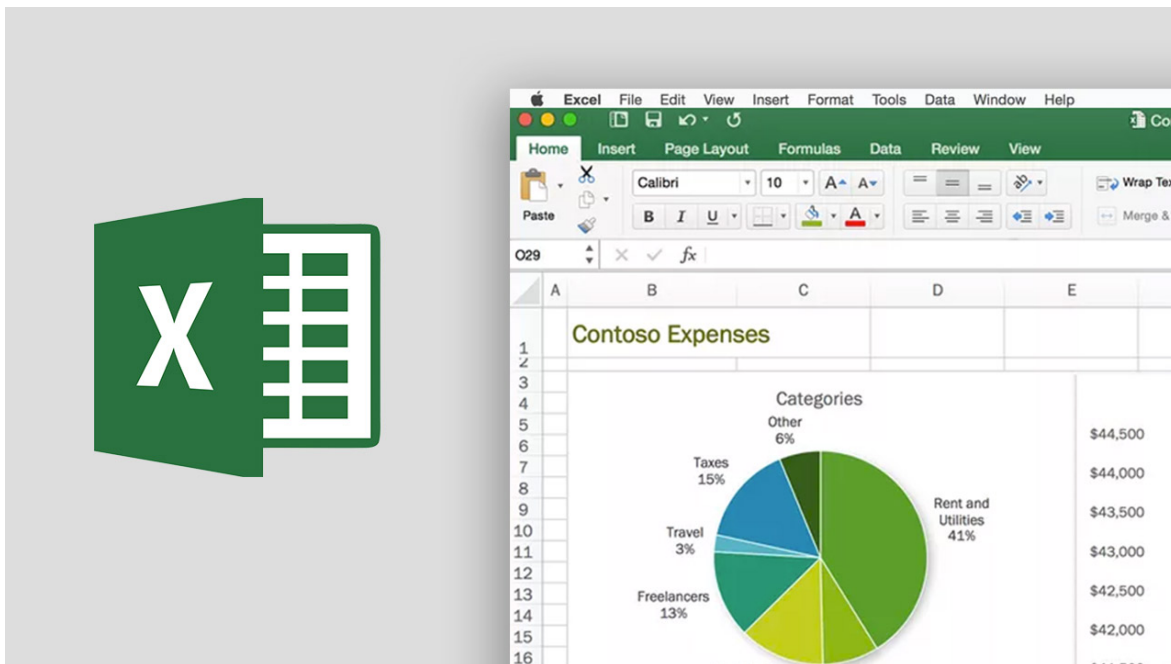
**Learning Style: Virtual Classroom**

**Provider: Microsoft**

**Difficulty: Intermediate**

**Course Duration: 1 Day**

# Microsoft Office Excel 2016- Level 2(091056) (Excel2016L2)



## About this course:

Let's get an insight into MS Excel first, MS Excel is a spreadsheet for Windows, Mac OS, iOS and Android developed by Microsoft. It incorporates pivot tables, graphing tools, calculation, and a macro programming language for apps called Visual Basic. Whether for inventory, sales, human resources, information technology or other organizational activities and departments you have to analyses data, the capacity to get the correct information to the right people at the right time

can make an effective competitive edge. Indeed, the world is running on information more than ever and that is a phenomenon that is unlikely to change or slow down any time soon. But with all that information available and then being created on an almost regular basis, with each passing day, the ability to create an understanding of that data becomes more crucial and challenging. You also understand how to get Excel to do basic calculations, as well as how to change your worksheets and workbooks to make it easier for others to understand, read, and present. You have to be able to obtain actionable organizational intelligence from your raw data to obtain a genuine competitive advantage. In short, you have to understand how to get MS Excel to provide you with the answers when you have questions regarding your data. And this course is just what it intended to help you do.

The skills to evaluate huge amounts of data, obtain meaningful information from it, and describe what information to decision-makers is at the basis of an effective organization capable of competing at a high level. This program will also assist the learners to prepare for MS-77-728: Excel 2016 Expert: Interpreting-Insights-Data.

The End User Support Technician can make an average salary of **$48,760** per annum.

## Course Objective:

· How to work with lists

· How to analyze the data

· How to work with functions

· How to use PivotCharts and PivotTables

· How to visualize data with charts

## Audience:

This course is designed for:

· Participants with basic skills and knowledge in MS Excel 2016 who wanted to start using some of Excel's higher-level features to present and analyze data.

## Prerequisites:

· The candidates should have the fundamental MS Excel experience.

## Suggested prerequisites courses:

·MS Office Excel-2016 – Level 1-091055-Excel2016L1

## Course Outline:

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: Analyzing Data with 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

## Appendix A: Microsoft Office Excel 2016 Exam 77-*TBD*

## Appendix B: Microsoft Office Excel 2016 Expert Exams 77-*TBD* and 77-*TBD*

## Appendix C: Financial Functions

**Appendix D: Working with Graphical Objects**

**Appendix E: Using Array Formulas**

## Credly Badge:



**Display your Completion Badge And Get The Recognition You Deserve.**

Add a completion and readiness badge to your Linkedin profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

Find Out More or See List Of Badges