

Microsoft Excel 2016 Level 2

Brief description & Course outline

Microsoft Excel Level 2 is the second of a 3-Level study program for Microsoft Excel 2016. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

At the completion of this course you should be able to:

- o use the fill operations available to fill a data series, and move the contents of cells and ranges within and between workbooks
- o work with logical functions in Excel
- o use a range of formula techniques
- o apply a range of number formatting techniques to data
- o apply conditional formatting to ranges in a worksheet
- o apply borders to cells and ranges
- o apply a variety of page setup techniques and work with various elements of a worksheet
- o use a range of find and replace techniques
- o sort and filter data in a list in a worksheet
- o use a range of techniques to enhance charts

Microsoft Excel 2016 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

Contents

- o **Filling Data**
- o Understanding Filling
- o Filling a Series
- o Filling a Growth Series
- o Filling a Series Backwards
- o Filling Using Options
- o Creating a Custom Fill List
- o Modifying a Custom Fill List
- o Deleting a Custom Fill List
- o Extracting With Flash Fill
- o More Complex Flash Fill Extractions
- o Extracting Dates and Numbers
- o **Worksheet Techniques**
- o Inserting and Deleting Worksheets
- o Copying a Worksheet
- o Renaming a Worksheet
- o Moving a Worksheet
- o Hiding a Worksheet
- o Unhiding a Worksheet
- o Copying a Sheet to Another Workbook
- o Changing Worksheet Tab Colours
- o Grouping Worksheets
- o Hiding Rows and Columns
- o Unhiding Rows and Columns
- o Freezing Rows and Columns
- o Splitting Windows
- o **Page Setup**
- o Strategies for Printing Worksheets
- o Understanding Page Layout
- o Using Built in Margins
- o Setting Custom Margins
- o Changing Margins by Dragging
- o Centring on a Page
- o Changing Orientation
- o Specifying the Paper Size
- o Setting the Print Area
- o Clearing the Print Area
- o Inserting Page Breaks
- o Using Page Break Preview
- o Removing Page Breaks
- o Setting a Background
- o Clearing the Background
- o Settings Rows as Repeating Print
- o Titles
- o Clearing Print Titles
- o Printing Gridlines
- o Printing Headings
- o Scaling to a Percentage
- o Fit to a Specific Number of Pages
- o **Applying Borders**
- o Understanding Borders
- o Applying a Border to a Cell
- o Applying a Border to a Range
- o Applying a Bottom Border
- o Applying Top and Bottom Borders
- o Removing Borders
- o The More Borders Command
- o Using the More Borders Command
- o Drawing Borders
- o Drawing a Border Grid
- o Erasing Borders
- o Formatting the Drawing Pencil
- o **Essential Functions**
- o Key Worksheet Functions
- o Using IF With Text
- o Using IF With Numbers
- o Nesting IF Functions
- o The CHOOSE Function
- o The LOOKUP Function
- o Using Counting Functions
- o The ROUND Function
- o Rounding Up and Rounding Down
- o Manipulative Functions
- o The MOD Function
- o The TODAY Function
- o The NOW Function
- o The DATE Function
- o The PMT Function
- o **Complex Formulas**
- o Scoping a Formula
- o Long-Hand Formulas
- o Preparing for Complex Formulas
- o Creating the Base Formula
- o Adding More Operations
- o Editing a Complex Formula
- o Adding More Complexity
- o Copying Nested Functions
- o Switching to Manual Recalculation
- o Pasting Values From Formulas
- o Documenting Formulas
- o **Defined Names**
- o Understanding Defined Names
- o Defining Names From Worksheet
- o Labels
- o Using Names in Typed Formulas
- o Applying Names to Existing Formulas
- o Creating Names Using the Name Box
- o Using Names to Select Ranges
- o Pasting Defined Names Into Formulas
- o Defining Names for Constant Values
- o Creating Names From a Selection
- o Scoping Names to a Worksheet
- o Using the Name Manager
- o Documenting Defined Names

- **Number Formatting Techniques**
- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom
- Formatting
- Aligning Numbers Using Custom
- Formats
- Customising the Display of Negative
- Values
- **Conditional Formatting**
- Understanding Conditional
- Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting
- Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- **Goal Seeking**
- Understanding Goal Seeking
- Using Goal Seek
- **The Quick Analysis Tools**
- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables
- **Worksheet Tables**
- Understanding Tables
- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table
- **Chart Elements**
- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table
- **Chart Object Formatting**
- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding the Format Pane
- Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With WordArt
- Changing WordArt Fill
- Changing WordArt Effects