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.

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Contents

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- **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