

## Microsoft Office Excel 2016: Part 2

### Course Summary

#### Description

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft Office Excel 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam.

#### Objectives

At the end of this course, students will be able to:

- Leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.
- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

#### Topics

- Working with Functions
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts

#### Audience

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

#### Prerequisites

To ensure success, students should have taken the Microsoft Office Excel 2016: Part 1 class or have the equivalent knowledge and experience.

#### Duration

One day

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### **Course Outline**

- I. Working with Functions**
  - A. Work with Ranges
  - B. Use Specialized Functions
  - C. Work with Logical Functions
  - D. Work with Date & Time Functions
  - E. Work with Text Functions
- II. Working with Lists**
  - A. Sort Data
  - B. Filter Data
  - C. Query Data with Database Functions
  - D. Outline and Subtotal Data
- III. Analyzing Data**
  - A. Create and Modify Tables
  - B. Apply Intermediate Conditional Formatting
  - C. Apply Advanced Conditional Formatting
- IV. Visualizing Data with Charts**
  - A. Create Charts
  - B. Modify and Format Charts
  - C. Use Advanced Chart Features
- V. Using PivotTables and PivotCharts**
  - A. Create a PivotTable
  - B. Analyze PivotTable Data
  - C. Present Data with PivotCharts
  - D. Filter Data by Using Timelines and Slicers
- VI. Appendix A: Microsoft Office Excel 2016 Exam 77-727**
- VII. Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728**
- VIII. Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts**
- IX. Appendix D: Financial Functions**
- X. Appendix E: Working with Graphical Objects**
- XI. Appendix F: Using Array Formulas**