

Excel 2016 - Part 2

Overview

You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform.

Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.

Prerequisites

- Excel 2016 - Part 1

Prerequisite Comments

To get the most out of your Excel 2016 training, you should have completed Excel 2016: Part 1 or possess the equivalent knowledge and experience. Some essential Excel skills you should have include performing worksheet calculations, amending elements, formatting cells and managing workbook properties.

Target Audience

If you're responsible for analyzing, managing or manipulating data sets, this course is for you. You can apply the learnings from Excel 2016 - Part 2 to virtually any industry, including accounting, office administration, business or financial analysis, marketing, sales and more.

Course Objectives

Once you complete Excel 2016 - Part 2, you'll be able to apply custom formulas and present data to make informed business decisions.

This course empowers you to:

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

27/04/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
27/04/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
04/05/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
11/05/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
18/05/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
21/05/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
25/05/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
01/06/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
08/06/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
15/06/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
22/06/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
29/06/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
06/07/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
13/07/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
21/07/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
10/08/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275

- Perform calculations using functions and formulas
- Sort, filter and query data
- Create and format tables
- Visualize data with charts
- Create advanced formulas
- Analyze data with PivotTables and PivotCharts

Course Outline

1 - Working with Functions

Define Cell Ranges and Reference Them in Formulas
 Perform Conditional Calculations
 Carry Out Logical and Specialized Functions
 Work with Date and Time Functions
 Understand and Execute Text Functions

2 - Working with Lists

Sort and Filter Data
 Learn the Capabilities of Database Functions
 Query Data with Database Functions
 Outline and Subtotal Data

3 - Analyzing Data

Build and Modify Tables
 Create Formatting Rules
 Apply Conditional Formatting to Alter Groups of Cells

4 - Visualizing Data with Charts

Organize and Represent Data with Charts
 Modify and Format Charts
 Discover and Implement Advanced Chart Features

5 - Analyzing Data with PivotTables and PivotCharts

Create a PivotTable
 Analyze PivotTable Data
 Present Data with PivotCharts
 Filter Data Using Timelines and Slicers

17/08/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
24/08/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
09/09/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
14/09/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
21/09/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
28/09/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
05/10/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
12/10/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
21/10/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
26/10/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
09/11/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
16/11/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
23/11/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
07/12/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
14/12/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
21/12/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275

Related Courses, Certifications, Exams

- Excel 2016 - Part 1
 - Excel 2016 - Part 3
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