

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:

- 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

Related Courses, Certifications, Exams

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