Microsoft Excel – Level 2 / Med (2013, 2016, 2019)

Duration: 1 Day **Course Code: APP2016EXL2** **Delivery Method: Virtual Learning**

Overview:

Enhance your Excel skills with this intermediate course.

This one-day instructor led training course builds upon basic Excel knowledge and increases user confidence in using Excel 2016.
It provides more of an understanding of working with formulas and functions and demonstrates how Excel can be applied in various business applications.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

Users who wish to go to the next level with Excel 2016 in terms of learning more advanced skills in enhancing worksheets, advanced formulas and functions and managing data in tables.

Objectives:

- After this course, participants should be able to:
- Create advanced formula
- Work with various functions
- Use range names to simplify formula
- Work with Charts, sparklines and quick analysis
- Manage and link multiple worksheets
- Work with and manipulate data
- Summarise data with outlines and subtotals
- Various features and techniques for managing workbooks.

Prerequisites:

- Delegates are recommended to have a basic knowledge of Excel 2016 or attended the introduction to Excel 2016 course APP2016EXL1

Testing and Certification

Content:

More Formulas and Functions

- Nesting formula
- Date and time calculations
- A range of useful functions including:
- Date and Time functions
- Text functions
- Statistical functions
- Logical functions (IF)
- Conditional Formatting

Cell and range names

- Creating and using names
- Managing names

Using multiple worksheets and workbooks

- Linking worksheets with 3D references
- Linking workbooks
- Managing workbooks

Data Ranges and Tables

- Working with data ranges
- Sorting and filtering
- Filter using a timeline
- Advanced Filtering
- What is a table?
- Formatting a table
- Working with tables

Outlining and subtotals

- Outlining data
- Creating subtotals

Work with Templates

- Use built-in templates including new financial templates
- Creating templates from scratch
- Manage templates

Working with Charts

- Insert Charts\recommended charts
- New charts types for 2016
- Chart formatting options
- Combination charts
- Adding graphical elements
- Insert Sparklines
- Quick Analysis

Managing Workbooks

- Auditing features
- Insert Comments
- Track Changes
- Protect Workbooks
- Sharing workbooks

Work with Graphic Objects

- Insert SmartArt
- Work with pictures, clipart and shapes

New features in 2016 version

- Simple Sharing
- Tell Me
- Improved version history

Additional Information:

APP2016EXL3 Advanced Level

Further Information:

For More information, or to book your course, please call us on +1 (800) 268 7737

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