301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

MICROSOFT

Microsoft Excel 2016 Level 2

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 1-day instructor-led course builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with a powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue to the Level 3 course, particularly to prepare for the Expert exam.

After you completion of this course, students will know:

- How to manage workbooks and customize the Excel environment.
- How to use named ranges in formulas.
- About Excel tables and how to sort data, use filtering features, validate data, and transpose rows and columns.
- How to consolidate data from more than one range or workbook, and how to use subtotals.
- How to use PivotTables to summarize and rearrange large amounts of data in a list, and how to use PivotCharts to present such data.
- How to use conditional formatting to format data when it meets a condition, and how to insert and manipulate graphics.
- How to use special chart features, and how to insert sparklines to give snapshots of data, and how to use Quick Access features to conveniently analyze data.
- How to use permissions to control access to and prevent changes in your workbooks and about

sharing features such as comments and change tracking.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Program Level

Intermediate

Training Delivery Methods

Group Live

Duration

1 Days / 8 hours Training

CPE credits

6 NASBA CPE Credits

Field of Study

Information Technology

Advanced Prep

N/A

Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200

- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

Course Outline

Managing workbooks

- Managing worksheets
- Customizing Excel

Named ranges

- Using names in formulas

Tables

- Sorting
- Filtering tables
- Structured references
- Validation
- Transposing data

Summarizing data

- Consolidation
- Subtotals

PivotTables

- Creating and formatting PivotTables
- Manipulating PivotTables
- PivotCharts

Presentation features

- Conditional formats
- Custom Formats
- Graphics

Advanced charts

- Special chart types
- Sparklines
- Quick Analysis

Collaboration

- Permissions
- Shared workbooks

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Phoenix TS is registered with the National Association of State Boards of Accountancy

(NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$299**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Microsoft Excel 2016 Level 2**

- 1 days instructor-led training

- Microsoft Excel 2016 Level 2 training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*