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MICROSOFT

Microsoft Excel 2016 Level 2

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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.

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



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Presentation features

- Conditional formats
- Custom Formats
- Graphics

Advanced charts

- Special chart types
- Sparklines
- Quick Analysis

Collaboration

- Permissions
- Shared workbooks

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Starting at **\$299**

ATTENTION

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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*