MS Excel 2016 Level 2

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AccTech Systems

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Microsoft
Office Specialist
Authorized Testing Center

1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.

Pre Training Assessment MS Excel 2016 Level 1	Pre Training Assessment MS Excel 2016 Level 2	Pre Training Assessment MS Excel 2016 Level 3
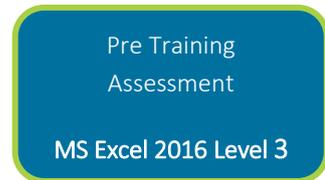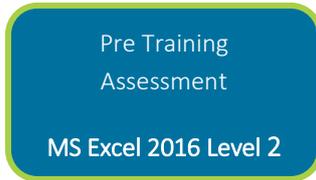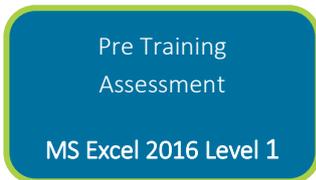
2. MS Excel 2016 Level 2

Course description

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to

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extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam

Course duration
This course is scheduled for two (2) days from 9:00 till 16:00.
The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites
To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2016: Part 1 or have the equivalent knowledge and experience.

Documentation
The following documentation is included with the course
- Microsoft Excel 2016 Level 2 user guide
- Certificate of attendance

Course Objectives
Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.
You will:
- Work with Functions
- Work with Lists
- Analyze Data
- Visualize Data with Charts.
- Create advanced formulas.
- Analyze Data with PivotTables and Pivot Charts.

Who should attend?
This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Topics covered
Prepare and produce a spreadsheet
Planning and designing the Worksheet
Customise the view and preferences
Minimising the Ribbon
Customising the Quick Access Toolbar

Changing the size of the screen display
Freezing panes
Splitting the screen
Change the default file location
Setting document properties
Create a spreadsheet using a template
Create a template from an existing spreadsheet

Work with Multiple Worksheets

Multiple Sheets
Renaming Sheets
Insert and Delete Sheets
Copy and Move Sheets
Worksheet Groups
Using the Clipboard Group
Using Paste Special

Apply formulas to worksheets

Entering Formulas
Relative or Absolute Cell Addressing
Link Formulas between worksheets
Interpret and Correct Formula Error Messages
Auditing Commands
Error Checking

Apply built-in functions

What is a built-in function?
Creating Formulas Using Functions
Date and Time Functions
Financial Functions
Statistical Functions
Math and Trig Functions

Apply formatting to a spreadsheet

Formatting Rows and Columns
Format Styles
Format as Table
Copy formats
Conditional Formatting
Protection
Comments

Print a Spreadsheet

Previewing the spreadsheet
Using the Page Break Preview
Page Layout
Printing a worksheet

Working with Data

Sorting data
Filtering data

Subtotals

Outlining

Evaluate a Spreadsheet

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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:
Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz

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