Microsoft® Office Excel® 2016: Part 2

Course Specifications
Course Number: 091056
Course Length: 1 day.

Course Description

Overview:

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 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 analyze 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 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 PivotCharts.

Target Student:

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.

Prerequisites:

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

Course-specific Technical Requirements

Hardware

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space

- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Office Professional Plus 2016
- Microsoft® Windows® 10 Professional or Enterprise

Course Content

Lesson 1: Working with Functions

Topic A: Work with Ranges
Topic B: Use Specialized Functions
Topic C: Work with Logical Functions
Topic D: Work with Date & Time Functions
Topic E: Work with Text Functions

Lesson 2: Working With Lists

Topic A: Sort Data
Topic B: Filter Data
Topic C: Query Data with Database Functions
Topic D: Outline and Subtotal Data

Lesson 3: Analyzing Data

Topic A: Create and Modify Tables
Topic B: Apply Intermediate Conditional Formatting
Topic C: Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts
Topic B: Modify and Format Charts
Topic C: Use Advanced Chart Features

Lesson 5: Analyzing Data with PivotTables and PivotCharts

Topic A: Create a PivotTable
Topic B: Analyze PivotTable Data
Topic C: Present Data with PivotCharts
Topic D: Filter Data by Using Timelines and Slicers

Appendix A: Microsoft Office Excel 2016 Exam 77-*TBD*

Appendix B: Microsoft Office Excel 2016 Expert Exams 77-*TBD* and 77-*TBD*

Appendix C: Financial Functions

Appendix D: Working with Graphical Objects

Appendix E: Using Array Formulas