



Excel 2016

Level 2

This course covers features of Excel to help you become more efficient and proficient in working with Excel Tables, Charts and Graphs, inserting graphics and Excel functions such as the Financial, Logical and Date and Time functions.

Lesson 1 – Working With Tables

- Creating a Table
- Enter Data into a Table
- Deleting Rows and Columns
- Formatting a Table
- Totaling Data in a Table
- Sorting Data in a Table
- Sorting Multiple Columns
- Filtering Data using Autofilter
- Creating Custom Filters

Lesson 2 – Working With Charts

- Creating a Chart
- Moving a Chart
- Resizing a Chart
- Changing the Layout and Style
- Labeling Chart Elements
- Formatting Chart Text
- Formatting Chart Elements
- Changing the Chart Type
- Showing or Hiding Gridlines
- Customizing Axes
- Creating a Pie Chart
- Changing a Chart's Source Data
- Moving a Chart to a Different Worksheet
- Saving a Chart Template
- Filtering Chart Data
- Using Sparklines
- Customizing Sparklines

Lesson 3 – Working With Graphics

- Adding Pictures
- Inserting Online Images
- Adding Shapes
- Formatting Drawing Objects
- Inserting WordArt
- Inserting SmartArt
- Inserting an Organization Chart
- Modifying an Organizational Chart
- Taking a Screenshot

Lesson 4 – Workgroup Collaboration

- E-Mailing a Workbook
- Inserting Hyperlinks
- Viewing and Editing Comments

Lesson 5 – Financial & Logical Functions

- Using the IF Function
- Using Nested Functions
- Using the PMT Function
- Using the FV Function
- Using Autocalculate

Lesson 6 – Date and Time Functions

- Understanding Date/Time Functions
- Adding a Date and a Date Interval
- Subtracting Dates
- Calculating Time Intervals

Lesson 7 – Managing Workbooks

- Creating a Workbook using a Template
- Creating a New Template
- Editing A Template
- Showing or Hiding Workbook Elements
- Creating a Workspace
- Comparing two Workbooks Side by Side
- Saving a Workbook in a Different File Format
- Using Data Consolidation