



## Excel 2016 - Part 2

### Summary

Length: 8 hours Level: Experienced

You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform. Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need. This course may earn a Credly Badge.

### Learning Objectives

Once you complete Excel 2016 - Part 2, you'll be able to apply custom formulas and present data to make informed business decisions. This course empowers you to: Perform calculations using functions and formulas Sort, filter and query data Create and format tables Visualize data with charts Create advanced formulas Analyze data with PivotTables and PivotCharts

### Course Outline

#### 1. Working with Functions

- Define Cell Ranges and Reference Them in Formulas
- Perform Conditional Calculations
- Carry Out Logical and Specialized Functions
- Work with Date and Time Functions
- Understand and Execute Text Functions

#### 2. Working with Lists

- Sort and Filter Data
- Learn the Capabilities of Database Functions
- Query Data with Database Functions
- Outline and Subtotal Data

#### 3. Analyzing Data

- Build and Modify Tables
- Create Formatting Rules
- Apply Conditional Formatting to Alter Groups of Cells

#### 4. Visualizing Data with Charts

- Organize and Represent Data with Charts
- Modify and Format Charts
- Discover and Implement Advanced Chart Features

#### 5. Analyzing Data with PivotTables and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data Using Timelines and Slicers

### Audience

If you are responsible for analyzing, managing or manipulating data sets, this course is for you. You can apply the learnings from Excel 2016 - Part 2 to virtually any industry, including accounting, office administration, business or financial analysis, marketing, sales and more.

## Prerequisites

To get the most out of your Excel 2016 training, you should have completed Excel 2016: Part 1 or possess the equivalent knowledge and experience. Some essential Excel skills you should have include performing worksheet calculations, amending elements, formatting cells and managing workbook properties.