

Microsoft®

Excel 2016

Level 2

Courseware 6294-2

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Course Description

This *Microsoft® Excel 2016 Level 2* teaches the student how to create and edit professional-looking worksheets using a variety of intermediate features. Comprehensive step-by-step instruction combined with the 'why' behind a skill allows students to enhance their level of understanding and proficiency as they work through the exercises.

Suggested Course Length: 10-15 Hours

Course Prerequisites

This course is a continuation of the *Microsoft® Excel 2016 – Level 1* courseware, in which you were introduced to the basic concepts and skills required for creating and editing professional-looking spreadsheets for a variety of purposes and situations.

Students who wish to become proficient using the intermediate features of Microsoft® Excel 2016 will benefit from taking this course.

About This Courseware

Course Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Working with Charts and Graphics

Lesson Objectives
Creating a Basic Chart
Moving and Resizing Charts
Changing Chart Types
Working with Pie Charts
Modifying the Chart Design and Location
 Adding New Data
Using Sparklines
Printing Charts
Using the Quick Analysis Tool
Drawing Shapes
 Moving and Resizing Shapes
 Formatting Shapes
 Inserting Pictures
 Using the Image Editor
Modifying Graphics Objects
 Using the Format Shape Pane
 Resizing, Reshaping, and Scaling Graphics Objects
 Rotating Graphics Objects
Lesson Summary
Review Questions

Lesson 2: Organizing Data

Lesson Objectives
Working with Named Ranges
 Creating Named Ranges
 Modifying and Deleting Named Ranges
Go To a Cell or Named Range
Using Tables
 Creating a Table
 Modifying Table Data
 Formatting Table Data
 Converting a Table to a Cell Range
Sorting Data
 Sorting by Single-Level Data
 Sorting by Multi-Level Data
Filtering Information
Removing Duplicate Rows
Outlining
 Using Automatic Subtotals
 Manually Grouping and Ungrouping Data
Lesson Summary
Review Questions

Lesson 3: Using Data Tools

Lesson Objectives
Customizing Excel
 Customizing the Quick Access Toolbar
Finding and Replacing Data
 Finding Data
 Replacing Data
Using Hyperlinks
 Inserting Hyperlinks
 Modifying and Deleting Hyperlinks
Importing and Exporting Data
 Importing Data Files from External Text Files
 Importing Data from External CSV Files
 Exporting Excel Data as CSV
Accessing Workbook Properties
Using the Document Inspector
Using the Accessibility Checker Tool
Lesson Summary
Review Questions

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