❖ **General Description**

The skills and knowledge acquired in *Microsoft Excel 2016 - Level 2* enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- use the fill operations available to fill a data series
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use common worksheet functions
- create more complex formulas and functions
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use *Excel's Quick Analysis* tools
- create and work with tables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

❖ **Prerequisites**

Microsoft Excel 2016 - Level 2 assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

❖ **Topic Sheets**

181 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

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