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.

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

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.

181 topics

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.

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

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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Filling Data
Understanding Filling
Filling a Series
Filling a Growth Series
Filling a Series Backwards
Filling Using Options
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Deleting a Custom Fill List
Extracting With Flash Fill
More Complex Flash Fill Extractions
Extracting Dates and Numbers

Worksheet Techniques
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Copying a Worksheet
Renaming a Worksheet
Moving a Worksheet
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Copying a Sheet to Another Workbook
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Number Formatting Techniques
Applying Alternate Currencies
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Formatting Calculated Time
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Understanding Format Codes
Creating Descriptive Custom Formats
Custom Formatting Large Numbers
Custom Formatting for Fractions
Padding Numbers Using Custom Formatting
Aligning Numbers Using Custom Formats
Customising the Display of Negative Values

Conditional Formatting
Understanding Conditional Formatting
Formatting Cells Containing Values
Clearing Conditional Formatting
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Top Ten Items
More Top and Bottom Formatting Options
Working With Data Bars
Working With Colour Scales
Working With Icon Sets
Understanding Sparklines
Creating Sparklines
Editing Sparklines

Goal Seeking
Understanding Goal Seeking

Product Information

Microsoft Excel 2016
Level 2
Product Code: INF1616
Using Goal Seek

The Quick Analysis Tools
  Understanding Quick Analysis
  Quick Formatting
  Quick Charting
  Quick Totals
  Quick Sparklines
  Quick Tables

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  Understanding Tables
  Creating a Table From Scratch
  Working With Table Styles
  Inserting Table Columns
  Removing Table Columns
  Converting a Table to a Range
  Creating a Table From Data
  Inserting or Deleting Table Records
  Removing Duplicates
  Sorting Tables
  Filtering Tables
  Renaming a Table
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Chart Elements
  Understanding Chart Elements
  Adding a Chart Title
  Adding Axes Titles
  Repositioning the Legend
  Showing Data Labels
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  Adding Error Bars
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Chart Object Formatting
  Understanding Chart Formatting
  Selecting Chart Objects
  Using Shape Styles
  Changing Column Colour Schemes
  Changing the Colour of a Series
  Changing Line Chart Colours
  Using Shape Effects
  Colouring the Chart Background
  Understanding the Format Pane
  Using the Format Pane
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  Changing Individual Bar Colours
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Formatting With WordArt
  Changing WordArt Fill
  Changing WordArt Effects