



Microsoft Excel 2016

Level 2



INFOCUS COURSEWARE

Product Code: INF1616

ISBN: 978-1-925349-07-8

❖ 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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Product Information



Contents

Filling Data

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

Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows

Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines

- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The CHOOSE Function
- The LOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

Defined Names

- Understanding Defined Names

- Defining Names From Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values
- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- 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
- More Cell Formatting Options
- 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





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Using Goal Seek

The Quick Analysis Tools

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

Worksheet Tables

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
Splitting a Table
Deleting a Table

Chart Elements

Understanding Chart Elements
Adding a Chart Title
Adding Axes Titles
Repositioning the Legend
Showing Data Labels
Showing Gridlines
Formatting the Chart Area
Adding a Trendline
Adding Error Bars
Adding a Data Table

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
Exploding Pie Slices
Changing Individual Bar Colours
Formatting Text

Formatting With WordArt
Changing WordArt Fill
Changing WordArt Effects



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