The skills and knowledge acquired in Microsoft Excel 2016 - Level 2 (with Challenge Exercises) 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 (with Challenge Exercises) assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

209 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.

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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.

This information sheet was produced on Monday, November 20, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.
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
Challenge Exercise
Challenge Exercise Data

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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Applying Borders
Understanding Borders
Applying a Border to a Cell
Applying a Border to a Range
Applying a Bottom Border
Removing Borders
The More Borders Command
Using the More Borders Command
Drawing Borders
Drawing a Border Grid
Erasing Borders
Formatting the Drawing Pencil
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

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 Complexity
Switching to Manual Recalculation
Pasting Values From Formulas
Documenting Formulas
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

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Microsoft Excel 2016
Level 2 (with Challenge Exercises)

InFocus Courseware

Product Code: INF1656
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
- Challenge Exercise
- Challenge Exercise Sample

Goal Seeking
- Understanding Goal Seeking
- Using Goal Seek
- Challenge Exercise
- Challenge Exercise Sample

The Quick Analysis Tools
- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables
- Challenge Exercise
- Challenge Exercise Sample

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
- Challenge Exercise
- Challenge Exercise Workspace

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
- Challenge Exercise
- Challenge Exercise Sample

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
- Challenge Exercise
- Challenge Exercise Sample