



Microsoft Excel 2016 Level 2

DURATION

1 Day

COURSE OVERVIEW

This course introduces the user to the intermediate features of Microsoft Office Excel 2016 to attain proficiency as a competent Excel user.

TARGET AUDIENCE

This course is aimed at those wishing to gain the skill sets necessary for calculating data using functions and formulas to manipulate worksheets.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Understand and use setup and printing issues.
- Understand and use a variety of functions.
- Create a variety of formulas.
- Create and use named ranges.
- Perform cell formatting and worksheet manipulation.
- Use and create templates.
- Use a variety of paste special options.

PRE-REQUISITES

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft Excel 2016 Level 1

COURSE CONTENTS

- Set up and printing issues.
- Functions and formulas.
- Time and date functions.
- Mathematical functions.
- Logical functions.
- Statistical functions.
- Text functions.
- Financial functions.
- LookUp functions.
- Database functions.
- Names ranges.
- Cell formatting.
- Manipulating worksheets.
- Templates.
- Paste Special Options.