MS Excel (2016, 2019, 365) - Level 2

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	210-16
Duration	1.00 day(s)	6:00 hours [1]
Website link	https://pmctraining.com/training/ms-excel-2016-2019-365-level-2/

Effective Techniques to Manage Information

During this intermediate one-day Excel program you will learn and practice higher level Excel functionality to further made sense of spreadsheets and larger data sets. By using hands-on practical techniques you will be able to analyze complex data sets, organize and visualize data in simple meaningful terms, faster data list management and querying and working with corporate and professional templates.

Learning outcomes

By the end of this workshop, you will be able to:

- Build on basic skills to manipulate data ranges
- Use more advanced formulas and understand absolute referencing
- Apply advanced formatting
- Work with data to sort, analyze, filter and sub-total
- Create charts
- Protect worksheets

Workshop topics

Manipulating Data

- Creating names
- Using names in formulas

Advanced Excel Formatting

- Advanced worksheet formatting
- Conditional Formatting

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

Querying Data
- Table structure and data validation
- Understand data through sorting and filtering
- Sub-totals

Linking Data
- Organizing data across multiple worksheets
- Creating summary views

Creating Visuals
- Creating charts
- Working with chart types
- Creating, using and saving charting templates
- Sparklines and Slicers

Protection and Sharing
- Protection of workbooks and worksheets
- Sharing of workbooks with individuals and groups

More Advanced Functions
- Logical, statistical, date and time and percentages

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Experienced MS Excel users who are frustrated by working with simple spreadsheets and charts and want to increase both their comfort and productivity with this versatile and powerful spreadsheet tool.