



# Microsoft® Office Excel® 2016: Part 2

Duration: 1 Day

Method: Instructor-Led Training (ILT)

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**Certification:** Microsoft Office Specialist (MOS) Excel (Expert) 2016 —  
**Exam:** 77-727 OR **Expert Exam:** 77-728

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## Course Description

This course builds upon the foundational knowledge presented in the *Microsoft Office Excel 2016: Part 1* course. It will help start participants down the road to creating advanced workbooks and worksheets that can help deepen their understanding of organizational intelligence. Persons need to be able to extract actionable organizational intelligence from their raw data. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

## Target Audience

This course is intended for:

- Persons who already have the foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

## Prerequisites

To attend this course, candidates must have:

- Completed the *Microsoft Office Excel 2016: Part 1* course or have the equivalent knowledge and skills.

## Course Objectives

Upon successful completion of this course, attendees will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. They will have:

- Worked with functions
- Worked with lists
- Analyzed data
- Visualized data with charts
- Used PivotTables and PivotCharts



## Course Topics

### Lesson 1: Working with Functions

- **Topic 1A:** Work with Ranges
- **Topic 1B:** Use Specialized Functions
- **Topic 1C:** Work with Logical Functions
- **Topic 1D:** Work with Date & Time Functions
- **Topic 1E:** Work with Text Functions

### Lesson 2: Working with Lists

- **Topic 2A:** Sort Data
- **Topic 2B:** Filter Data
- **Topic 2C:** Query Data with Database Functions
- **Topic 2D:** Outline and Subtotal Data

### Lesson 3: Analyzing Data

- **Topic 3A:** Create and Modify Tables
- **Topic 3B:** Apply Intermediate Conditional Formatting
- **Topic 3C:** Apply Advanced Conditional Formatting

### Lesson 4: Visualizing Data with Charts

- **Topic 4A:** Create Charts
- **Topic 4B:** Modify and Format Charts
- **Topic 4C:** Use Advanced Chart Features

### Lesson 5: Using PivotTables and PivotCharts

- **Topic 5A:** Create a PivotTable
- **Topic 5B:** Analyze PivotTable Data
- **Topic 5C:** Present Data with PivotCharts
- **Topic 5D:** Filter Data by Using Timelines and Slicers

### Appendix D: Financial Functions

### Appendix E: Working with Graphical Objects

### Appendix F: Using Array Formulas

## ACTIVITIES INCLUDED

