Document Generated: 07/06/2025
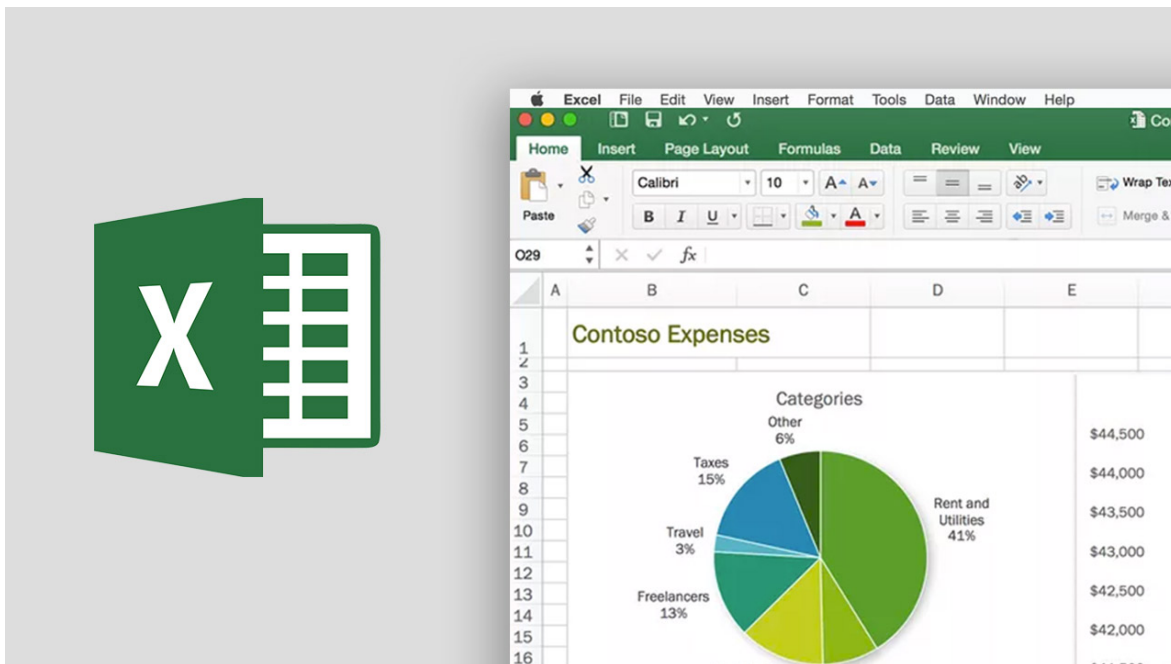
Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Excel 2016- Level 2(091056) (Excel2016L2)

About this course:

Lets have an insight on Microsoft Excel first, Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to

change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

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. This course also helps the students in the preparation for [Microsoft 77-728: Excel 2016 Expert: Interpreting Data for Insights](.).

The average salary for End User Support Technician is **$48,760** per year.

Course Objective:

After completing this course, students will be able to:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

Audience:

This course is intended for:

- Students who already have 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:

- Students should have the basic experience of Microsoft Excel.

Suggested prerequisites courses:

- [Microsoft Office Excel 2016- Level 1(091055) (Excel2016L1)](.)

Course Outline:

Outline and Subtotal Data

Lesson 3: Analyzing Data

Topic A: Create and Modify Tables

Topic B: Apply Intermediate Conditional Formatting

Topic C: Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Topic C: Use Advanced Chart Features

Lesson 5: Analyzing Data with PivotTables and PivotCharts

Topic A: Create a PivotTable

Topic B: Analyze PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Timelines and Slicers

Appendix A: Microsoft Office Excel 2016 Exam 77-*TBD*

Appendix B: Microsoft Office Excel 2016 Expert Exams 77-*TBD* and 77-*TBD*

Appendix C: Financial Functions

Appendix D: Working with Graphical Objects

Appendix E: Using Array Formulas

Credly Badge:

Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your Linkedin profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)