Microsoft® Office Excel® 2016: Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

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

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.

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Exam Details

Exam Code:	• 77-727 & 77-728
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Worked with functions.
- Worked with lists.
- Analyzed data.
- Visualized data with charts.
- Used PivotTables and PivotCharts.

Course Topics

Module 1: Working with Functions
- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions

Module 2: Working with Lists
- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Microsoft Partner

Course Topics *Continued*

Module 3: Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Module 4: Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Module 5: Using PivotTables and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers

Appendix D: Financial Functions

Appendix E: Working with Graphical Objects

Appendix F: Using Array Formulas

ACTIVITIES INCLUDED

Microsoft Partner