



# Microsoft Excel 2016 Level 2

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Build upon your foundational knowledge of Microsoft Excel and learn more advanced tools for analysis and presentation of complex data. Topics include managing workbooks; customizing Excel; sorting and filtering tables; building more complex functions; summarizing and rearranging data with PivotTables; presenting data with PivotCharts; conditional formatting; inserting and manipulating graphics; using Quick Access features; and collaborating with other users.

## Who Should Take This Course?

This course is designed for those who already have foundational knowledge and skills in Excel 2016 and want to begin taking advantage of some of the higher-level functionality in Excel to rearrange and present complex data. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

## Course Objectives

- Manage workbooks, and customize the Excel environment
- Use named ranges in formulas
- Create tables; sort data; use filtering features; use structured references; validate data; and transpose rows and columns
- Consolidate data from more than one range or workbook, and use subtotals
- Use PivotTables to summarize and rearrange large amounts of data in a list, and use PivotCharts to present such data
- Use conditional formatting to format data when it meets a condition; create custom number and date formats; and insert and manipulate graphics
- Use special chart features; insert sparklines to take snapshots of data; and use Quick Analysis features to conveniently analyze data
- Use permissions to control access to and prevent changes in your workbooks, and apply sharing features, such as comments and change-tracking

## Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Excel 2016 Level 1 or equivalent experience

## Course Content

### Manage workbooks, and customize the Excel environment

- Manage worksheets in a workbook that contains many
- Customize the Quick Access toolbar and the ribbon, and create a custom view



**Use named ranges in formulas**

- Assign names to values, cells, and ranges, and use names in formulas

**Create tables; sort data; use filtering features; use structured references; validate data; and transpose rows and columns**

- Sort data in a range by the values in one or more columns
- Filter data in a table to show only what you want to see
- Use structured references to create formulas based on table data
- Use validation to ensure the data entered in a worksheet is appropriate
- Transpose rows and columns of data

**Consolidate data from more than one range or workbook, and use subtotals**

- Consolidate similar data from multiple worksheets onto a single worksheet; consolidate with links; and work with Excel's outline features to display various levels of detail
- Use subtotals to summarize information by the values in one column; add levels of subtotal detail; copy subtotal levels by using the select visible cells feature; and remove subtotals from a list

**Use PivotTables to summarize and rearrange large amounts of data in a list, and use PivotCharts to present such data**

- Create and format PivotTables; view their underlying data; and create PivotTables based on external data
- Manipulate PivotTables to show exactly what you want by filtering or by using a slicer; change field settings for summary and display; and group a field to summarize dates by month or quarter
- Create PivotCharts either directly from a list or from an existing PivotTable; expand PivotChart detail; and manipulate PivotCharts to analyze data

**Use conditional formatting to format data when it meets a condition; create custom number and date formats; and insert and manipulate graphics**

- Format cells and ranges using built-in rules for conditional formatting; use data bars and icon sets to graphically represent where values fall in a range; create new rules with more complex conditions; and create rules that use formulas to evaluate conditions
- Create custom number formats to show numbers and dates precisely how you want them to appear
- Insert, move, resize and change properties for pictures and shapes; add alternative text to graphics; insert WordArt and text boxes; and use SmartArt to create functional graphics that illustrate relationships among shapes

**Use special chart features; insert sparklines to take snapshots of data; and use Quick Analysis-features to conveniently analyze data**

- Create charts that include trendlines and dual axis, and create and use a chart template
- Use and format sparklines, which show visual snapshots of data



- Use Quick Analysis features to apply conditional formatting and table formats, or to insert charts, totals or sparklines

**Use permissions to control access to and prevent changes in your workbooks, and apply sharing features, such as comments and change-tracking**

- Use permissions to restrict access to a workbook or to protect certain parts of it from being changed
- Share workbooks; insert, modify and delete comments; use Track Changes to mark changes by multiple users; compare and merge multiple versions of the same shared workbook; and mark a workbook as final

### Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

### Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.\* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

### Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance\* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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