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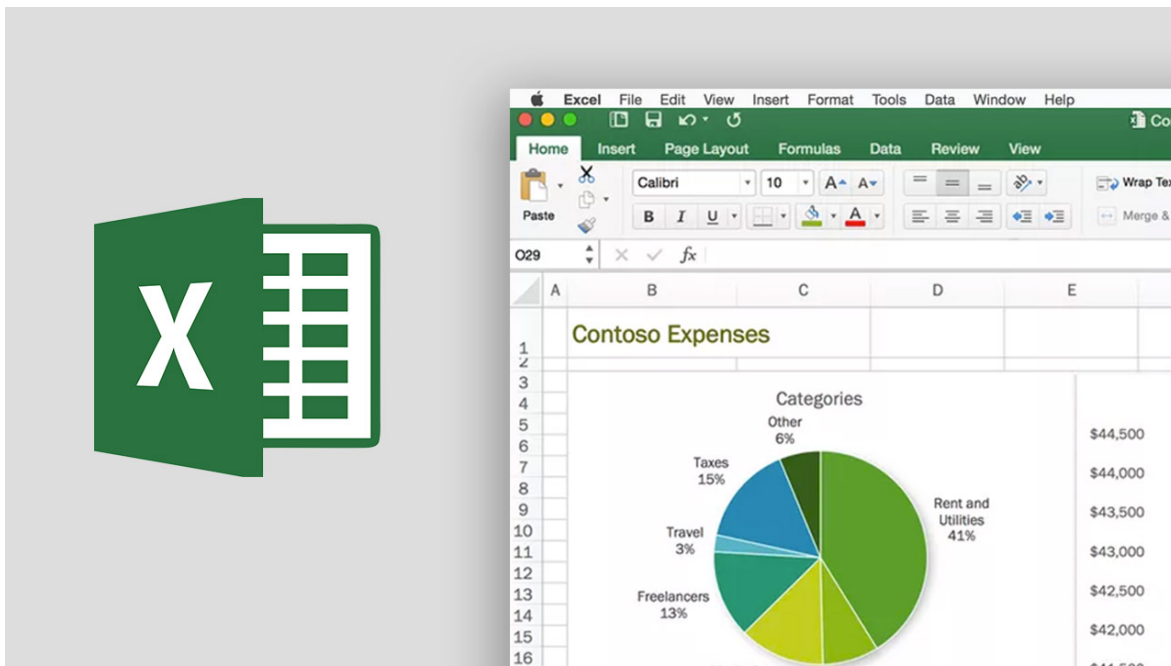
Learning Style: Virtual Classroom

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**