



Excel 2016 Level 2 Course Content

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Course Objectives:

- Organize, protect, and display data using various tools.
- Use the IF function, create linking formulas, and manage links.
- Manage and arrange multiple workbooks, insert and manage multiple worksheets within a workbook, and consolidate data from multiple sources.
- Create and modify charts to present data effectively; customize charts to enhance their appearance.
- Create, apply and modify styles to format worksheets consistently and quickly; use comments, text boxes to annotate worksheets, and sparklines to highlight and explain data.

This course is for students who want to organize, protect and manage multiple workbooks; create and modify charts and sparklines, apply styles and use advanced formulas.

Course Content:

Worksheet Organization

Managing Range Names
Creating and Using Workbook Templates
Applying Worksheet Security
Creating and Using Outlines

Advanced Formulas

Using the IF Function
Linking Formulas
Modifying and Restoring Links

Using Multiple Workbooks and Worksheets

Working with Multiple Workbooks
Working with Multiple Worksheets
Consolidating Data

Working with Charts

Creating Charts
Changing Chart Data
Modifying Chart Elements
Creating Custom Charts

Applying Formatting

Working with Styles
Annotating Worksheets
Using Sparklines