

## Microsoft Excel Level 2- 2016

### **EXCEL 2016 LESSON 1: ADVANCED WORKBOOK FORMATTING**

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- Formatting with Themes
  - Customizing Themes
- Applying Cell Styles
- Using the Format Cells Dialog Box
  - Cell Borders and Fill
- Creating Custom Number Formats
- Customizing the Page Setup
  - Adding a Worksheet Background Image
- Add Images to a Worksheet
- Use Conditional Formatting
- Using Zoom Tools
- Editing Document Properties

### **EXCEL 2016 LESSON 2: DATE FUNCTIONS AND CONDITIONAL FORMATTING**

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- Understanding Date Serial Numbers
  - Applying Custom Date Formatting
- Entering Time Information in Excel
- Using Date Functions
- Entering Date and Time Calculations
- Working with Conditional Formatting
  - Conditional Formatting with Graphics
  - Using the Conditional Formatting Rules Manager

### **EXCEL 2016 LESSON 3: ADVANCED FUNCTIONS FOR TEXT AND ANALYSIS**

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- Using Functions to Modify Text
  - Changing Case
  - Extracting Text
  - Combining and Separating Text
  - Other Text Functions
- Creating Conditional Functions Using IF Criteria
  - Function Syntax
- Nested Functions
- Troubleshooting Formulas
  - Trace Precedents and Dependents
  - Checking for Errors
  - Evaluate a Formula
- 3-D Cell References

### **EXCEL 2016 LESSON 4: LOOKUP FUNCTIONS AND OUTLINES**

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- Introducing Lookup Functions
  - The VLOOKUP and HLOOKUP Functions
- Using the Outline Feature
- Creating Subtotals
  - The Subtotal Dialog Box
- Using the Quick Analysis Tool

