



## Excel 2016 Level 2 Training Syllabus

Advanced Workbook Formatting  
Formatting with Themes  
Customizing Themes  
Applying Cell Styles  
Using the Format Cells Dialog Box  
Cell Borders and Fill  
Create Custom Number Formats  
Customizing the Page Setup  
Adding a Worksheet Background Image  
Using Zoom Tools  
Editing Document Properties  
Date Functions and  
Conditional Formatting  
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  
Apply Your Skills  
Advanced Functions for Text and Analysis  
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  
Outlines  
Introducing Lookup Functions  
The VLOOKUP and HLOOKUP Functions  
Using the Outline Feature  
Creating Subtotals  
The Subtotal Dialog Box  
Using the Quick Analysis Tool