



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