

Microsoft Excel 2016 Certificate Program

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees who use the Microsoft Excel 2016 suite of applications. The Microsoft Excel 2016 Certificate Program is a learning opportunity for employees who are looking to enhance their knowledge and improve their skills in the Microsoft Excel 2016 application. Participants are required to successfully complete the following courses and achieve a passing grade of 70% or higher in each course.

Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks (1.1 Hours)

Microsoft Excel 2016 makes it easy to create worksheets and workbooks, and to manage and manipulate data. In this course, you will learn how to cut, copy, and paste data; navigate between data cells and worksheets; and customize your Excel workspace. You will also learn about creating and opening workbooks, moving data around in Excel 2016, organizing worksheets, and saving and exporting data.

Microsoft Excel 2016 Essentials: Formatting Data (.9 Hours)

Making your data look good is easy in Microsoft Excel 2016. You can format numbers and text, and apply styles to make your data stand out. In this course, you will learn how to create custom formatting and styles, and copy formatting from cell to cell. In addition to formatting and styling data in Excel 2016, you will learn how to position the data in your spreadsheet.

Microsoft Excel 2016 Essentials: Data Presentation Strategies (.8 Hours)

Microsoft Excel 2016 gives you many options for improving the presentation of your data. In this course, you will learn about adding visual impact to your data using Sparklines, linking to different locations using hyperlinks, and creating custom formatting rules. You will learn about the many tools Excel 2016 provides for visually enhancing the appearance of your data.

Microsoft Excel 2016 Essentials: Formulas and Functions (1.1 Hours)

Microsoft Excel 2016 allows you to perform complex calculations on your workbook data. In this course, you will learn about the basic concepts and terminology associated with formulas and functions. You will learn about the various ways of referring to cells and cell ranges, and how to use basic functions including logical and IF-type functions.

Microsoft Excel 2016 Essentials: Charts, Tables, and Images (.9 Hours)

Using tables, charts, and images in Excel 2016, you can create attractive and well-organized representations of worksheet and workbook data. In this course, you will learn how to effectively use and customize tables and charts in Excel 2016. You will also learn how to use headers and footers to add additional information to your work.

Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates (1 Hour)

Making the Microsoft Excel 2016 environment look exactly the way you want it to is easy. In this course, you will learn how to configure how you want a workbook and the work area itself to appear. You will also learn how to add and customize templates and styles to make Excel 2016 work for you.

Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects (.9 Hours)

A picture may paint a thousand words, but Microsoft Excel 2016 makes adding both words and pictures to your workbooks very straightforward. In this course, you will learn how to insert and style text boxes, shapes, and SmartArt. You will also learn about applying and customizing themes and watermarks.

Microsoft Office 2016 Intermediate Excel: Working with Data (1.1 Hours)

Microsoft Excel 2016 gives you several options for sorting and organizing data. In this course, you will learn about basic alphabetical and numerical sorts through color sorting and custom configured sorts. The course also covers grouping, filtering, searching, and ensuring valid data is entered.

Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries (1.2 Hours)

Using macros in Excel 2016 lets you save time when performing repetitive tasks. This course covers the options available when you are running macros, and how to create your own custom macros. You will also learn about advanced functions that allow you to perform calculations using date and time, how to look up data, and how to perform advanced conditional queries.

Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts (.9 Hours)

In Microsoft Excel 2016, PivotTables and PivotCharts let you dynamically reorganize and display your data. They can summarize huge amounts of data by category without the need to input complex formulas or spend long hours manually reorganizing your spreadsheet. In this course, you will also learn how to use advanced chart features like trendlines and dual axis charts.

Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate (1 Hour)

Microsoft Excel 2016 provides several tools that allow you to share your work with others and collaborate on Excel projects. With your Microsoft account, you can access services that facilitate online collaboration, and link to data in other workbooks and even databases. In this course, you will also learn about reviewing Excel documents and how to convey your thoughts on a document to others.

Microsoft Excel 2016 Advanced: Apps and What-if Analysis (.8 Hours)

Microsoft Excel 2016 is a very powerful data analysis tool, but its functionality can be enhanced even further using third-party applications. This course covers how to find, install, and manage apps. It also covers What-if analysis, where Excel offers many ways of exploring how altering inputs can affect the outcome of calculations.

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms (1.2 Hours)

Using Power Pivot in Microsoft Excel 2016, you can pull together huge amounts of data from different sources and analyze it. In this course, you will learn how to use Power Pivot, which is now a feature of Excel 2016. This course also covers the creation of custom and conditional formatting and filters, as well as custom fills.

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors (1 Hour)

Microsoft Excel 2016 makes ensuring Workbooks are accessible to all who need to use them very easy. This course covers using the accessibility checker to identify accessibility issues, altering the tab order, and making sure a workbook is modified appropriately for use in other jurisdictions. The course also covers transforming data and checking your work for errors.

Foundational Competencies

Workplace development competencies are job-based skills employees need in order to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the [Workforce Development Competencies](#) page. This certificate assisted you in developing the following competencies:



Computer Skills and Technology