

Microsoft Excel 2016 Intermediate Online Learning Certificate Program Course List

This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to successfully complete all seven of the following courses and achieve a passing grade of 70% or higher in each course.

We recommend you complete the courses in the order they appear below.

1. Excel 2016: Custom & Conditional Formatting (0.5 Hours)

To customize data, you can use the built-in formats in Excel 2016, or you can use your own. Learn how to create custom formats for numbers, text, and date and time, as well as how to create and use conditional formatting.

2. Excel 2016: Finding, Sorting & Filtering Data (0.75 Hours)

Excel 2016 includes a number of methods for locating and displaying only certain entries. Learn how to work with specific data using the Find and Replace tools, sorting and filtering, hiding duplicates, and grouping.

3. Excel 2016: Referencing Data (0.75 Hours)

Many times, you will use a cell value in a formula or another location. Discover absolute and relative cell references, using data across multiple worksheets, formula auditing, and interpreting formula errors in Excel 2016.

4. Excel 2016: Working with Formulas (0.75 Hours)

In addition to simple formulas, Excel 2016 has the power to solve more complex calculations. Explore how to calculate loan interest and payments, use the Goal Seek and forecast tools, and find and prevent duplicate values.

5. Excel 2016: Creating Charts & Graphics (1.0 Hours)

Analyze and present your data in a visually attractive manner in Excel 2016. Learn how to insert and customize charts, create chart templates, work with different chart types, and use trendlines.

6. Excel 2016: Using Conditional Formulas (0.75 Hours)

In some cases, you may need to create formulas using data based on specific criteria in your range. Learn how to create and work with conditional formulas in Excel 2016, including SUMIF, SUMIFS, and SUMPRODUCT.

7. Excel 2016: Extracting Information with Formulas (0.75 Hours)

Excel 2016 has a number of formulas for extracting both numeric and textual data from cells. Discover how to use some of these formulas, including MONTH, DAY, YEAR, MAX, MIN, CONCATENATE, SEARCH, LEN, LOOKUP, and VLOOKUP.

Foundational Competencies

Workplace development competencies are job-based skills employees need 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 at <https://nycseapartnership.org/workforce-development-competencies>.

This certificate assists you in developing competency in: *Computer Skills and Technology*