



Experts

1. Jason Manibog

Senior Instructor

Jason Manibog, LearnKey's senior instructor, has spent over 15 years in the Information Technology arena as a trainer, consultant, and courseware writer. Jason is a Microsoft Certified Trainer with multiple certifications in Microsoft, CompTIA, and Adobe. Jason brings a wealth of real-world experience and the ability to explain things in very practical, real-life like terms to any class he teaches, courseware he writes, or e-Learning courses he develops. [\[Show less\]](#)

Excel 2016 Expert (77-728) - In Browser Labs

Product Id (204119)

🕒 4h 43m 59s | 📁 Office 2016 | 📁 4 module(s) | 📶 All

✅ Has resources

The Excel 2016 Expert course (exam 77-728) is a course that specializes in managing Excel and data analysis, two very important skills for one's employability for any job requiring taking large amounts of data and summarizing the data in a tidy fashion. The course, which simulates analyzing data from a worldwide bike shop, will take you through the major exam domains: Managing Workbooks and Settings, Applying Custom Data Formats and Layouts, Creating Advanced Formulas, and Creating Advanced Charts and Tables. After completing this course, you will indeed be able to call yourself an Excel expert.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all

Collapse all

Session 1

🕒 21m 42s

Open

📄 Session 1 Pre-Assessment

📁 Excel 2016 Expert (77-728) Resources

📄 Manage Workbooks

🕒 11m 50s

Manage workbooks

🕒 11m 50s [Open](#)

Manage Workbook Review

🕒 9m 52s [Open](#)

📄 Session 1 Labs

📄 Session 1 Post-Assessment

Session 2

🕒 23m 25s [Open](#)

📄 Session 2 Pre-Assessment

Custom Data Formats and Validation

🕒 7m 4s [Open](#)

Conditional Formatting and Filtering

🕒 5m 9s [Open](#)

Custom Workbook Elements

🕒 8m 19s [Open](#)

Prepare for Internalization

🕒 2m 53s [Open](#)

📄 Session 2 Labs

📄 Session 2 Post-Assessment

Session 3

🕒 53m 1s [Open](#)

📄 Session 3 Pre-Assessment

Apply Functions in Formulas

🕒 12m 34s [Open](#)

Look Up Data with Functions

🕒 10m 24s [Open](#)

Advanced Date and Time Functions

🕒 4m 28s [Open](#)

Data Analysis and Business Intelligence

🕒 14m 28s [Open](#)

Troubleshoot Formulas

🕒 6m 5s [Open](#)

Define Named Ranges and Objects

🕒 5m 2s [Open](#)

📄 Session 3 Labs

📄 Session 3 Post-Assessment

Session 4

🕒 22m 51s [Open](#)

📄 Session 4 Pre-Assessment

Create Advanced Charts and Tables	🕒 5m 44s	Open
Create and Manage PivotTables	🕒 10m 37s	Open
Create and Manage PivotCharts	🕒 6m 30s	Open
📄 Session 4 Labs		
📄 Session 4 Post-Assessment		

Our Why

It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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35 N Main St.
St. George
Utah 84770
USA

✉ Email

clientservices@learnkey.com