



Excel 2016

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 (77-727) - In App Labs

Product Id (203429)

🕒 19h 1m 6s | 📁 Office 2016 | 📁 5 module(s) | 📶 All

✔ Has resources

If you are looking to start a career in business or finance, having a working knowledge of Microsoft's Excel 2016 is a must. Our new and exciting course taught by LearnKey Senior Instructor Jason Manibog will teach you how to reveal insights hidden in your data with the help of new features such as the "Tell Me" feature, chart options, and more! LearnKey's lesson layout combines various types of learning materials into concise learning segments. The goal of the lesson layout is to provide material that not only educates, but cements the concepts taught by incorporating opportunities for practical application.

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

Create and Manage Worksheets and Workbooks

🕒 1h 48m 14s

Open

📄 Create and Manage Worksheets and Workbooks: Pre Assessment

📁 Workbook and Support Files

Lesson 1 Create Worksheets and Workbooks Part 1

🕒 15m 16s

Lesson 1 - Create worksheets and workbooks Part I

🕒 15m 16s [Open](#)

Lesson 2 - Create Worksheets and Workbooks Part II

🕒 12m 49s [Open](#)

Lesson 3 - Navigate in Worksheets and Workbooks

🕒 10m 45s [Open](#)

Lesson 4 - Format Worksheets and Workbooks

🕒 20m 6s [Open](#)

Lesson 5 - Customize Options and Views Part I

🕒 7m 44s [Open](#)

Lesson 6 - Customize Options and Views Part II

🕒 18m 56s [Open](#)

Lesson 7 - Prepare Files for Distribution

🕒 22m 38s [Open](#)

📄 Create and Manage Worksheets and Workbooks: Post Assessment

Manage Data Cells and Ranges

🕒 1h 7m 1s [Open](#)

📄 Manage Data Cells and Ranges: Pre Assessment

Lesson 1 - Manage Data Part I

🕒 14m 54s [Open](#)

Lesson 2 - Manage Data Part II

🕒 9m 43s [Open](#)

Lesson 3 - Format Cells and Ranges

🕒 21m 40s [Open](#)

Lesson 4 - Summarize and Organize Data

🕒 20m 44s [Open](#)

📄 Manage Data Cells and Ranges: Post Assessment

Create Tables

🕒 36m 5s [Open](#)

📄 Create Tables: Pre Assessment

Lesson 1 - Create Tables, Manage Table Styles and Options

🕒 14m 13s [Open](#)

Lesson 2 - Filter and Sort a Table

🕒 21m 52s [Open](#)

📄 Create Tables: Post Assessment

Perform Operations with Formulas and Functions

🕒 1h 12m 56s [Open](#)

📄 Perform Operations with Formulas and Functions: Pre Assessment

Lesson 1 - Calculations with Formulas and Functions Part I

🕒 13m 11s [Open](#)

Lesson 2 - Calculations with Formulas and Functions Part II	🕒 10m 32s	Open
Lesson 3 - Calculations with Formulas and Functions Part III	🕒 13m 54s	Open
Lesson 4 - Use Conditional Functions	🕒 14m 18s	Open
Lesson 5 - Use Text Functions Part I	🕒 6m 51s	Open
Lesson 6 - Use Text Functions Part II	🕒 14m 10s	Open
📄 Perform Operations with Formulas and Functions: Post Assessment		
Create Charts and Objects		🕒 53m 50s Open
📄 Create Charts and Objects: Pre Assessment		
Lesson 1 - Create Charts and Objects	🕒 13m 29s	Open
Lesson 2 - Format Charts Part I	🕒 9m 48s	Open
Lesson 3 - Format Charts Part II	🕒 11m 17s	Open
Lesson 4 - Insert and Format Objects	🕒 19m 16s	Open
📄 Create Charts and Objects: 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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📍 Contact Information

35 N Main St.
St. George
Utah 84770
USA

✉ Email

clientservices@learnkey.com

