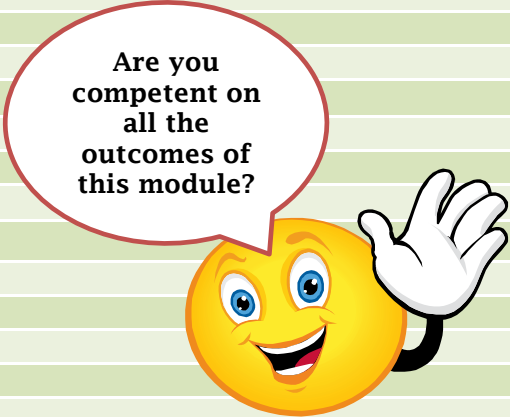


Microsoft Office Excel 2016 Level 2 - Checklist



Outcomes Achieved	X
Lesson 1: Calculating Data with Advanced Formulas: Page 2 - 22	
Apply Cell and Range Names	
Calculate Data across Worksheets	
Use specialised functions	
Analyse data with Logical & Lookup Functions	
Lesson 2: Organising Worksheet & Table Data: Page 34 - 55	
Create and modify tables	
Format tables	
Sort or Filter Data	
Use functions to calculate data	
Lesson 3: Presenting Data Using Charts: Page 66 - 82	
Create a chart	
Modify charts	
Format charts	
Lesson 4: Analysing data using Pivot Tables, Slicers and Pivot Charts Page 88 - 104	
Create a PivotTable Report	
Filter Data using Slicers	
Analyze Data Using PivotCharts	

Outcomes Achieved	X
Lesson 5: Inserting Graphic Objects: Page 114 - 134	
Insert and modify Pictures and ClipArt	
Draw & Modify Shapes	
Illustrate Workflow Using SmartArt Graphics	
Layer and Group Graphic Objects	
Lesson 6: Customising & Enhancing the Excel Environment Page 142 - 160	
Customise the Excel Environment	
Customise Workbooks	
Manage Themes	
Create and use templates	
Final Assessment	



Student Name and Surname:
Identity Number:
Date:

Signed:
