

Course Objective

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Audience

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

At Course Completion

Upon successful completion of this course, students will be able to:

- creating advanced formulas.
- Analyzing data with logical and lookup functions.
- Organizing worksheet data with table
- Visualizing data with charts
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks.

Prerequisites

Before starting this course, students are recommended to take the following Element K course or have equivalent knowledge:

- Microsoft® Office Excel® 2013: Level 1.

Course Outline

Lesson 1: Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions

Lesson 2: Analyzing Data with Logical and Lookup Functions

- Leverage Questions and Testing to write formulas
- Use Logical and Lookup Functions to find answers to questions

Lesson 3: Organizing worksheet Data with tables

- Create and modify tables
- Sort and filter data
- Use summary and database functions to calculate data

Lesson 4: Visualizing Data with charts

- Create Charts
- Modify and format charts
- Create a Trendline
- Create Advanced Charts

Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Filter Data by Using Slicers
- Analyze Data by Using PivotCharts

Lesson 6: Inserting Graphics

- Insert and Modify Graphics Objects
- Layer and Group Graphic Objects
- Incorporate SmartArt

Lesson 7: Enhancing Workbooks

- Customize workbooks
- Manage Themes
- Create and Use Templates

- Protect Files