Course Overview

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level..

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites:

To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2016: Part 1 or have the equivalent knowledge and experience.

Course Objectives

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.
- Manage workbooks.

Course Content

Lesson 1:   Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions

Lesson 2:   Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Lesson 3:   Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Lesson 4:   Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Lesson 5:   Using PivotTables and PivotCharts

- Create a PivotTable

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- Analyze PivotTable Data

- Present Data with PivotCharts

- Filter Data by Using Timelines and Slicers