

MICROSOFT EXCEL PART TWO

1 DAY

Course summary

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft® Office Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel can do so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel®: 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 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data

COURSE CONTENT

WORKING WITH FUNCTIONS

- Working with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

WORKING WITH LISTS

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

ANALYZING DATA

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

VISUALIZING DATA WITH CHARTS

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

USING PIVOT TABLES AND PIVOT CHARTS

- Create a Pivot Table
- Analyze Pivot Table Data
- Present Data with Pivot Charts
- Filter Data by Using Timelines and Slicers

IF TIME ALLOWS

- Financial Functions
- Working with Graphical Objects
- Using Array Formulaspresenting insights with reports
- Plan a Report
- Create a Report