MICROSOFT EXCEL FOUNDATIONS PART 2

1 DAY

COURSE SUMMARY

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 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 can 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

REVIEW

- Basic Review of Excel Interface and Functions and Formulas

NAMED RANGES

- Create and Manage Named Ranges
- Using Named Ranges in Formulas

FUNCTIONS

- IF function, nested IF Functions
- AND, OR Functions
- Date, Time and Text Functions

WORKING WITH LISTS

- Sort Data
- Filter Data
- Outline and Subtotal
- Create a Custom List

TABLES

- Create and Modify Tables
- Structured References vs Cell References in Tables
- Filter data using Slicers

VISUALIZING DATA USING CHARTS, SPARKLINES & CONDITIONAL FORMATTING

- Create Sparklines
- Introduction to Charts
- Using Formulas in Conditional Formatting