Course Outline

Microsoft Excel Intermediate

MICROSOFT EXCEL INTERMEDIATE

OVERVIEW

This course has been developed for people wanting to utilise Excel to perform calculations using a variety of common worksheet functions, filter, sort and summarise database lists, format and modify charts, and conditionally format cells.

Target Student

This course is for individuals whose job responsibilities include creating more advanced functions, creating charts and analysing data using Pivot tables.

Prerequisites

Previous experience using Microsoft Excel at a basic level is an essential prerequisite for this course.

Duration

1 day

COURSE OUTLINE

1: Working With Functions
• Topic A: Work with Ranges
• Topic B: Use Specialized Functions
• Topic C: Work with Logical Functions
• Topic D: Work with Date and Time Functions
• Topic E: Work with Text Functions

2: Working With Lists
• Topic A: Sort Data
• Topic B: Filter Data
• Topic C: Query Data with Database Functions
• Topic D: Outline and Subtotal Data

3: Analyzing Data
• Topic A: Create and Modify Tables
• Topic B: Apply Intermediate Conditional Formatting
• Topic C: Apply Advanced Conditional Formatting

4: Visualizing Data With Charts
• Topic A: Create Charts
• Topic B: Modify and Format Charts
• Topic C: Use Advanced Chart Features

5: Analyzing Data With PivotTables and PivotCharts
• Topic A: Create a PivotTable
• Topic B: Analyze PivotTable Data
• Topic C: Present Data with PivotCharts
• Topic D: Filter Data by Using Timelines and Slicers