

Excel 2016 – Intermediate Level

Target Audience

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 analyse and present data.

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.
- Create advanced formulas.
- Analyze Data with PivotTables and PivotCharts.

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 & 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

