Excel 2016 Part 2 Course Outline

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.

Lesson 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

Lesson 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

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

Lesson 4: Visualizing Data with Charts
- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Use Advanced Chart Features
- Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Using 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