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Excel 2019 - Part 2

Summary

Length: 8 hours Level: Experienced

This course builds upon the foundational knowledge presented in the Microsoft Office Excel 2019: 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.

Learning 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.
Use 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 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. **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

Audience

This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites

To ensure success, students should have completed Microsoft Office Excel 2019: Part 1 or have the equivalent knowledge and experience.