

Microsoft Office 2016 Excel – Intermediate Series!

Description

This course teaches students about working with functions, working with lists, analyzing data, visualizing data with charts, and using PivotTables and Pivot Charts.

Course Modules:

Module 01: Working with Functions

(Duration: 1h 13m)

1. Workbook
2. Topic A: Work with Ranges
3. Cell and Range Names
4. Names and the Name Box
5. The New Name Dialog Box
6. The Create from Selection Command
7. The Name Manager Dialog Box
8. Demo – Naming and Editing Ranges
9. Cell and Range Names in Formulas
10. The Use in Formula Command Method
11. The Formula AutoComplete Method

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12. Demo – Using Defined Names in a Formula
13. Topic B: Use Specialized Functions
14. The Excel Function Reference
15. Function Syntax
16. Date Calculations
17. Demo – Locating and Using Specialized Functions
18. Topic C: Work with Logical Functions
19. Comparison Operators
20. The IF Function
21. The AND Function
22. The OR Function
23. The NOT Function
24. Demo – Working with Logical Functions
25. Nesting
26. Nested Function Syntax
27. Demo – Combining Functions
28. Topic D: Work with Date & Time Functions
29. The TODAY Function
30. The NOW Function
31. The DATE Function
32. The NETWORKDAYS Function
33. The WEEKDAY Function
34. The WORKDAY Function
35. The ISOWEEKNUM Function
36. Demo – Work with Date & Time Functions
37. Topic E: Work with Text Functions
38. The LEFT Function
39. The RIGHT Function
40. Convert Text to Columns Wizard
41. The MID Function
42. The CONCATENATE Function
43. Text Concatenation with the Ampersand
44. The UPPER Function
45. The LOWER Function
46. The PROPER Function
47. Demo- Working with Text Functions
48. Chapter 01 Review
49. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 02: Working with Lists

(Duration: 38 m)

1. Workbook
2. Topic A: Sort Data
3. Sorting
4. Multiple Column/Row Sorting
5. Quick Sorts
6. The Sort Dialog Box
7. The Sort Options Dialog Box
8. Demo- Sorting Data
9. Topic B: Filter Data
10. Filtering
11. AutoFilters
12. The Custom AutoFilter Dialog Box
13. Advanced Filtering
14. The Criteria Range
15. Demo- Filtering Data
16. Topic C: Query Data with Database Functions
17. Database Functions
18. Database Function Syntax
19. Demo- Using Database Functions
20. Topic D: Outline and Subtotal Data
21. Outlines
22. The SUBTOTAL Function
23. The Subtotals Feature
24. The Subtotal Dialog Box
25. Demo- Using Subtotals to Summarize Data
26. Chapter 02 Review
27. Review Quiz **(Number of attempts allowed: Unlimited)**

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Module 03: Analyzing Data

(Duration: 28 m)

1. Workbook
2. Topic A: Create and Modify Tables
3. Tables
4. Table Components
5. The Create Table Dialog Box
6. The Table Tools Design Contextual Tab
7. Table Styles and Quick Styles
8. The New Table Style Dialog Box
9. Quick Analysis
10. Demo- Creating and Modifying Tables
11. Demo- Using Summary Functions in Tables
12. Topic B: Apply Intermediate Conditional Formatting
13. The New Formatting Rule Dialog Box
14. The Conditional Formatting Rules Manager Dialog Box
15. Rule Precedence
16. Demo – Applying Intermediate Conditional Formatting
17. Topic C: Apply Advanced Conditional Formatting
18. The Use a Formula to Determine Which Cells to Format Rule
19. Demo – Using Logical Functions to Apply Conditional Formatting
20. Chapter 03 Review
21. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04: Visualizing Data with Charts

(Duration: 38 m)

1. Workbook

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2. Topic A: Create Charts
3. Charts
4. Chart Basics
5. Chart Types
6. Recommended Charts
7. The Insert Chart Dialog Box
8. Demo – Creating Charts
9. Topic B: Modify and Format Charts
10. Chart Modifications
11. Chart Formatting
12. Chart Elements
13. The Design Tab
14. The Format Tab
15. The Format Task Pane
16. The Chart Tools Buttons
17. The Select Data Source Dialog Box
18. Demo – Modifying and Formatting Charts
19. Topic C: Use Advanced Chart Features
20. Dual-Axis Charts
21. Trendlines
22. The Format Trendline Task Pane
23. Demo – Creating a Dual-Axis Chart
24. Chart Templates
25. Demo – Creating a Chart Template
26. Chapter 04 Review
27. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Using PivotTables and PivotCharts

(Duration: 23 m)

1. Workbook
2. Topic A: Create a PivotTable
3. Pivoting
4. PivotTables

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5. Transactional Data
6. The Create PivotTable Dialog Box
7. The PivotTable Fields Task Pane
8. Demo – Creating a PivotTable
9. Topic B: Analyze PivotTable Data
10. The Analyze Tab
11. The Design Tab
12. The Value Field Settings Dialog Box
13. SUM Function Only
14. Percentage of Total
15. Difference From Option
16. The GETPIVOTDATA Function
17. Demo – Analyzing PivotTable Data
18. Topic C: Present Data with PivotCharts
19. PivotCharts
20. The PivotChart Fields Task Pane
21. PivotChart Filters
22. Demo – Presenting Data with PivotCharts
23. Topic D: Filter Data by Using Timelines and Slicers
24. Slicers
25. The Insert Slicers Dialog Box
26. The Slicer Tools Contextual Tab
27. The Report Connections Dialog Box
28. Timelines
29. The Insert Timelines Dialog Box
30. The Timeline Tools Contextual Tab
31. Demo – Filtering Data by Using Slicers and Timelines
32. Chapter 05 Review
33. Course Closure
34. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

- On-demand video
- 6 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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