VERMONT Panurgy
NETWORKS • TRAINING • SUPPORT

Course Syllabus

Microsoft Excel Level 2

One Day • Instructor-led

Target Student:

This course is designed for individuals who already have foundational knowledge and skills in Excel and are ready to advance their data analysis skills and abilities through the application of advanced Excel functionality such as advanced formula creation, tables, charts, PivotTables and Pivot Charts.

Overview:

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

This course builds upon the foundational Microsoft® Office Excel® knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

You'll learn a lot of things about Excel , including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea: asking your data questions and using Excel to find the answers.

Course Objective

In this course, you will:

- Create advanced formulas.
- Analyze data with logical and lookup functions.
- Organize worksheet data with tables.
- Visualize data by using charts.
- Analyzing data with PivotTables, slicers, and PivotCharts.
- Insert graphic objects.
- Enhance workbooks.

Prerequisites:

Prior to taking this course, you should either have taken Microsoft® Office Excel® : Part 1or has equivalent knowledge.

Course Outline

Lesson 1: Creating Advanced Formulas
Topic A: Apply Range Names
Topic B: Use Specialized Functions

Lesson 2: Analyzing Data with Logical and Lookup Functions
Topic A: Leverage Questions and Testing to Write Formulas
Topic B: Use Logical and Lookup Functions to Find Answers to Questions

Lesson 3: Organizing Worksheet Data with Tables
Topic A: Create and Modify Tables
Topic B: Sort and Filter Data
Topic C: Use Summary and Database Functions to Calculate Data

Lesson 4: Visualizing Data with Charts
Topic A: Create Charts
Topic B: Modify and Format Charts
Topic C: Create a Trendline
Topic D: Create Advanced Charts

Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts
Topic A: Create a PivotTable
Topic B: Filter Data by Using Slicers
Topic C: Analyze Data by Using PivotCharts

Lesson 6: Inserting Graphics
Topic A: Insert and Modify Graphic Objects
Topic B: Layer and Group Graphic Objects
Topic C: Incorporate SmartArt

Lesson 7: Enhancing Workbooks
Topic A: Customize Workbooks
Topic B: Manage Themes
Topic C: Create and Use Templates
Topic D: Protect Files