

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: calculate with advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables and PivotCharts; insert graphic objects; and customize and enhance workbooks.
- Target Student:** The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel.
- Prerequisites:** Students should have a basic working knowledge of Excel, including how to create, edit, format, and print basic worksheets.

Course Content

1. Calculating Data with Advanced Formulas

- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

2. Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

3. Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

4. Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

5. Inserting Graphic Objects

- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects

6. Customizing and Enhancing Workbooks and the Excel Environment

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates