

## Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: use advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables, Slicers, and PivotCharts; insert and modify graphic objects in a worksheet; customize and enhance workbooks and the Microsoft Office Excel environment.
- Target Student:** This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.
- Prerequisites:** Before starting this course, students are recommended to have taken Excel 2010 Level 1 or have equivalent knowledge.

## Course Content

### 1. Calculating Data with Advanced Formulas

- Apply 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 Data
- Use Functions to Calculate Data

### 3. Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

### 4. Analyzing Data Using PivotTables, Slicers, and PivotCharts

- Create a PivotTable Report
- Filter Data Using Slicers
- 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 the Excel Environment

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