HAWTHORN Training
Accelerate your workforce

Course Outline

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; 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.

Prerequisites: Prior to taking this course, you should either have taken Microsoft® Office Excel® 2013: Part 1 or have equivalent knowledge.

Course Content

1. **Creating Advanced Formulas**

   - Apply Range Names
   - Use Specialized Functions

2. **Analyzing Data with Logical and Lookup Functions**

   - Leverage Questions and Testing to Write Formulas
   - Use Logical and Lookup Functions to Find Answers to Questions

3. **Organizing Worksheet Data with Tables**

   - Create and Modify Tables
   - Sort and Filter Data
   - Use Summary and Database Functions to Calculate Data

4. **Visualizing Data with Charts**

   - Create Charts
   - Modify and Format Charts
   - Create a Trendline
   - Create Advanced Charts

5. **Analyzing Data with PivotTables, Slicers, and PivotCharts**

   - Create a PivotTable
   - Filter Data by Using Slicers
   - Analyze Data by Using PivotCharts

6. **Inserting Graphics**

   - Insert and Modify Graphic Objects
   - Layer and Group Graphic Objects
   - Incorporate SmartArt

7. **Enhancing Workbooks**

   - Customize Workbooks
   - Manage Themes
   - Create and Use Templates
   - Protect Files

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