

Future People Training

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 your 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 Content

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



Duration: 1 day

Methods of Delivery

- Instructor Led Classroom Training
- On-site Company Training

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