

Course Content

Excel Essentials – Level 2

Overview

Put away the calculator and learn how to analyse your data with foundational calculations and analysis tools.

Duration – 1 Day

Prerequisite

The learner needs at least 1-year continuous use of Microsoft Excel and formal training to an Intermediate level.

Content

Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Date & Time Functions
- Work with Text Functions

Working with Lists

- Sort Data
- Filter Data

Analysing Data

- Create and Modify Tables
- Apply Basic Conditional Formatting

Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Using PivotTables and Pivot Charts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with Pivot Charts