Course Content

Course Description:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Topics:

Lesson 1: Analyzing Data

Topic A: Create and Modify Tables
- Tables
- Table Components
- The Create Table Dialog Box
- The Table Tools Design Contextual Tab
- Table Styles and Quick Styles
- The New Table Style Dialog Box
- Quick Analysis
- How to Use Quick Analysis Tools
- How to Create and Modify Tables
- Creating and Modifying Tables
- Using Summary Functions in Tables

Topic B: Apply Intermediate Conditional Formatting
- Custom Conditional Formats
- The New Formatting Rule Dialog Box
- The Conditional Formatting Rules Manager Dialog Box
- Rule Precedence
- How to Apply Intermediate Conditional Formatting
- Applying Intermediate Conditional Formatting

Topic C: Apply Advanced Conditional Formatting

- The Use a Formula to Determine Which Cells to Format Rule
- Cell References and Conditional Formatting
- How to Use Formulas and Functions to Apply Conditional Formatting
- Guidelines for Applying Conditional Formatting to Cells Based on Values in Other Cells
- Using Logical Functions to Apply Conditional Formatting