



Working with Lists in Excel 2016

Course ID #: 7000-513-ZZ-Z

Hours: 2

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: Working with Lists

Topic A: Sort Data

- Sorting
- Multiple Column/Row Sorting
- Quick Sorts
- Custom Sorts
- The Sort Dialog Box
- The Sort Options Dialog Box
- How to Sort Data
- Sorting Data

Topic B: Filter Data

- Filtering
- AutoFilters
- Custom AutoFilters
- The Custom AutoFilter Dialog Box
- Advanced Filtering
- The Criteria Range
- Filter Operators
- How to Filter Data
- Filtering Data



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Topic C: Query Data with Database Functions

- Database Functions
- Database Function Syntax
- How to Use Database Functions
- Using Database Functions

Topic D: Outline and Subtotal Data

Outlines

- The SUBTOTAL Function
- The Subtotals Feature
- The Subtotal Dialog Box
- How to Summarize Data with the Subtotal Feature
- Using Subtotals to Summarize Data