

Course Overview:

This course is a continuation from the Excel Introduction course. This course will increase your productivity and show you how to manage lists of data in Excel.

Course Content:

Create a Well Designed Worksheet

- Set up an efficient database or list using key words or categories that will help you analyze your data in Excel.
- Validate or restrict the data that is placed in a cell.
- Apply the new themes and styles to help you create a unified design within your workbook.
- Learn how to customize the Quick Access Toolbar.

List Management

- Add records directly on the worksheet or use the Data Form.
- Identify trends in your data using the improved conditional formatting features.
- Analyze your data more efficiently using the improved sorting command.
- Create a custom sort order list and use it.
- Quickly extract data using the Filter command.
- Use the Subtotal command rather than create manual formulas.
- Create an automatic Outline to see only the subtotal and grand totals.
- Quickly remove duplicate records.
- Use the many features associated with Table Format command.
- Easily share a workbook online using OneDrive.

Workbook Management

- Work with multiple worksheets and consolidate data.
- Protect parts of or the entire worksheet and protect the workbook.
- Validate or restrict what is placed in a cell to ensure efficiency and consistency in your database or list.

Get and Transform Data

- Download data from another source.
- Change or transform your data.
- Automatically create a Forecast chart.

Introduction to PivotTables and PivotCharts

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data.
- Add slicers to quickly analyze your data.
- Use the new Recommended Pivot Table command to quickly create a meaningful Pivot Table.
- Create a Timeline for your Pivot Table.
- Create 6 new chart types, including Waterfall, Statistical chart, Histogram, Pareto, and Box and Whisker.

Macros and Templates

- Create and use a simple Macro which records repetitive tasks in Excel.
- Create a template for files you use frequently.