

# Microsoft Office Excel 2016: Part 2

## Course Overview

This course teaches students about working with functions, working with lists, analyzing data, visualizing data with charts, and using PivotTables and PivotCharts.

<b><u>Course Introduction</u></b>	3m
Course Introduction	
<b><u>Chapter 01 - Working with Functions</u></b>	1h 13m
Topic A: Work with Ranges	
Cell and Range Names	
Names and the Name Box	
The New Name Dialog Box	
The Create from Selection Command	
The Name Manager Dialog Box	
Demo - Naming and Editing Ranges	
Cell and Range Names in Formulas	
The Use in Formula Command Method	
The Formula AutoComplete Method	
Demo - Using Defined Names in a Formula	
Topic B: Use Specialized Functions	
The Excel Function Reference	
Function Syntax	
Date Calculations	
Demo - Locating and Using Specialized Functions	
Topic C: Work with Logical Functions	
Comparison Operators	
The IF Function	
The AND Function	
The OR Function	
The NOT Function	
Demo - Working with Logical Functions	
Nesting	
Nested Function Syntax	
Demo - Combining Functions	
Topic D: Work with Date & Time Functions	
The TODAY Function	
The NOW Function	
The DATE Function	
The NETWORKDAYS Function	
The WEEKDAY Function	
The WORKDAY Function	
The ISOWEEKNUM Function	
Demo - Work with Date & Time Functions	
Topic E: Work with Text Functions	

The LEFT Function  
The RIGHT Function  
Convert Text to Columns Wizard  
The MID Function  
The CONCATENATE Function  
Text Concatenation with the Ampersand  
The UPPER Function  
The LOWER Function  
The PROPER Function  
Demo - Working with Text Functions  
Chapter 01 Review

## **Chapter 02 - Working with Lists**

38m

Topic A: Sort Data  
Sorting  
Multiple Column/Row Sorting  
Quick Sorts  
The Sort Dialog Box  
The Sort Options Dialog Box  
Demo - Sorting Data  
Topic B: Filter Data  
Filtering  
AutoFilters  
The Custom AutoFilter Dialog Box  
Advanced Filtering  
The Criteria Range  
Demo - Filtering Data  
Topic C: Query Data with Database Functions  
Database Functions  
Database Function Syntax  
Demo - Using Database Functions  
Topic D: Outline and Subtotal Data  
Outlines  
The SUBTOTAL Function  
The Subtotals Feature  
The Subtotal Dialog Box  
Demo - Using Subtotals to Summarize Data  
Chapter 02 Review

## **Chapter 03 - Analyzing Data**

28m

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  
Demo - Creating and Modifying Tables  
Demo - Using Summary Functions in Tables

Topic B: Apply Intermediate Conditional Formatting  
The New Formatting Rule Dialog Box  
The Conditional Formatting Rules Manager Dialog Box  
Rule Precedence  
Demo - Applying Intermediate Conditional Formatting  
Topic C: Apply Advanced Conditional Formatting  
The Use a Formula to Determine Which Cells to Format Rule  
Demo - Using Logical Functions to Apply Conditional Formatting  
Chapter 03 Review

#### **Chapter 04 - Visualizing Data with Charts**

38m

Topic A: Create Charts  
Charts  
Chart Basics  
Chart Types  
Recommended Charts  
The Insert Chart Dialog Box  
Demo - Creating Charts  
Topic B: Modify and Format Charts  
Chart Modifications  
Chart Formatting  
Chart Elements  
The Design Tab  
The Format Tab  
The Format Task Pane  
The Chart Tools Buttons  
The Select Data Source Dialog Box  
Demo - Modifying and Formatting Charts  
Topic C: Use Advanced Chart Features  
Dual-Axis Charts  
Trendlines  
The Format Trendline Task Pane  
Demo - Creating a Dual-Axis Chart  
Chart Templates  
Demo - Creating a Chart Template  
Chapter 04 Review

#### **Chapter 05 - Using PivotTables and PivotCharts**

45m

Topic A: Create a PivotTable  
Pivoting  
PivotTables  
Transactional Data  
The Create PivotTable Dialog Box  
The PivotTable Fields Task Pane  
Demo - Creating a PivotTable  
Topic B: Analyze PivotTable Data  
The Analyze Tab  
The Design Tab  
The Value Field Settings Dialog Box  
SUM Function Only

Percentage of Total  
Difference From Option  
The GETPIVOTDATA Function  
Demo - Analyzing PivotTable Data  
Topic C: Present Data with PivotCharts  
PivotCharts  
The PivotChart Fields Task Pane  
PivotChart Filters  
Demo - Presenting Data with PivotCharts  
Topic D: Filter Data by Using Timelines and Slicers  
Slicers  
The Insert Slicers Dialog Box  
The Slicer Tools Contextual Tab  
The Report Connections Dialog Box  
Timelines  
The Insert Timelines Dialog Box  
The Timeline Tools Contextual Tab  
Demo - Filtering Data by Using Slicers and Timelines  
Chapter 05 Review  
Course Closure

**Total Duration: 3h 45m**