Microsoft Excel 2016 Intermediate (Part 2)

*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.*

## Course Content – Session I – 3 hrs. Course Content – Session II – 3 hrs.

### Lesson 1: Working with Functions

**Topic A:** Work with Ranges

**Topic B:** Use Specialized Functions

**Topic C:** Work with Logical Functions

**Topic D:** Work with Date & Time Functions

**Topic E:** Work with New and Legacy Text Functions

### Lesson 2: Working with Lists

**Topic A:** Sort Data

**Topic B:** Filter Data

**Topic C:** Query Data with Database Functions

**Topic D:** Outline and Subtotal Data

### Lesson 3: Analyzing Data

**Topic A:** Create and Modify Tables

**Topic B:** Apply Intermediate Conditional Formatting

**Topic C:** Apply Advanced Conditional Formatting

### Lesson 4: Visualizing Data with Charts

**Topic A:** Create Charts

**Topic B:** Modify and Format Charts

**Topic C:** Use Advanced Chart Features

### Lesson 5: Using PivotTables and PivotCharts

**Topic A:** Create a PivotTable

**Topic B:** Analyze PivotTable Data

**Topic C:** Present Data with PivotCharts

**Topic D:** Filter Data by Using Timelines and Slicers

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