Excel 2016 Intermediate

Modality: Self-Paced Learning

Duration: 3 Hours

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

About this Course:

Microsoft Excel is an incredibly common and easy-to-use spreadsheet program designed and developed in the year 1985. The invention of Excel and Digital Spreadsheets entirely streamlined business processes allowing businesses to compile and gather financial records and business data seamlessly. Nowadays, Microsoft Excel is commonly used to create and develop Pivot Tables & Graphs.

This beginner-level 2 hours course is specifically designed for professionals striving to nurture their visualization skills in Microsoft Excel 2013. This course provides a comprehensive overview of working with Data Visualization Tools focusing on the creation, modification, and formatting of Data Charts. Professionals also get to learn the key chart elements and get to know about the most effective ways of utilizing these elements to make the best use and presentation of data. The key concepts discussed in this course include Data Highlighting, Quick Analysis Tools, Chart Tools, and other key Microsoft Excel 2013 Add-ins.

Course Objectives:

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Basic Understanding of Charts in Excel 2013
- Highlighting and Inserting Data in Charts
- Fundamentals of Chart Tools
- Charts Templates in Excel
- Quick Analysis Tools in Excel
- Creating Chart Tabs in Excel 2013
- Formatting of Charts in Excel
- Presentation and Management of Charts in Excel 2013
- Creating and Working with Sparkline's in Excel

Audience:

This course is specifically tailored for the following group of professionals and interested candidates:

- Professionals striving to learn new features of Excel 2013 and its working mechanism
- Professionals who need proficiency in Excel for their Business Productivity

Prerequisites:

Professionals planning to enroll in the Excel 2013: Charting course must comply with the following prerequisites:

- Basic Knowledge of Using Microsoft Excel 2013

Course Outline:

Data Management and Charting

- Flash Fill
- List Design & Single Level Sorting
- Multi-Level Sorting
- Custom Sorting
- Filtering
- Multi-Level Filtering
- Search Filtering
- Format as Table
- Table Style Options
- Remove Duplicates
- Convert to Range
- Subtotal
- Multi-Level Subtotaling
- Remove Subtotals
- Quick Analysis Charts
- Inserting Data Charts
- Formatting Data Charts
- Chart Templates
- Sparklines
- Printing Charts

PivotTables and Data Validation

- Importing from Web
- MS Query
- Exporting Overview
- Pivot Tables
- Multiple-Field Pivot Tables
- Drill Down Reports
- Pivot Charts & Grouping Fields
- Slicer Tool
- Data Validation - Part 1

- Data Validation - Part 2
- Cell & Sheet Protection
- File Encryption
- Conditional Formatting
- Linking Data
- Inserting Comments