



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Excel® 2016: Part 2

Course Number: 091056

Course Length: 1 day

Course Content

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 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