

Microsoft Office Excel 2016 / 365: Part 2

Lesson 1: Working with Functions

- A. Work with Ranges
- B. Use Specialized Functions
- C. Work with Logical Functions
- D. Work with Date & Time Functions
- E. Work with Text Functions

Lesson 2: Working with Lists

- A. Sort Data
- B. Filter Data
- C. Query Data with Database Functions
- D. Outline and Subtotal Data

Lesson 3: Analyzing Data

- A. Create and Modify Tables
- B. Apply Intermediate Conditional Formatting
- C. Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

- A. Create Charts
- B. Modify and Format Charts
- C. Use Advanced Chart Features

Lesson 5: Using PivotTables and PivotCharts

- A. Create a PivotTable
- B. Analyze PivotTable Data
- C. Present Data with PivotCharts
- D. Filter Data by Using Timelines and Slicers