

COURSE DESCRIPTION

INTERMEDIATE

MICROSOFT EXCEL

Course Description

This course teaches students to understand and use the charting features and Organizing Data features of Microsoft Excel. It is designed for frequent users.

Course Objectives

After completing this course, you should be able to:

- Creating charts and embedding charts
- Modifying a chart sheet: Adding and deleting chart items, moving and sizing chart items
- Modifying an embedded chart
- Formatting a chart: Formatting chart text, numbers, and chart
- Autoformats: Built-in and User-defined autoformats
- Using graphic objects
- Advanced charting topics
- Sorting data: Single-level sorting, Multiple-level sorting, Using the Data, Subtotals command
- AutoFilter: Filtering a list, Custom criteria
- Advanced filter: Multiple-condition criteria, Copying filtered data
- Data form: Maintaining a list by using the data form

Skills to be Learned

Create charts that graphically represent worksheet data

Investigate some of the advanced charting features

Modify existing charts

Sort information in a list by using the Data Sort command

Modify existing embedded charts

Locate and manage information in a list that meets more complex conditions by using the Advanced Filter feature

Use the Auto-Format feature to enhance charts

Easily manage a list by using the Data form