



Microsoft® Office Excel® Tables & Charts

Course Description

Course Overview: This course builds upon the foundational knowledge presented in the *Microsoft® Office Excel®: Introduction* course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2019/365 Exam and the Excel 2019/365 Expert Exam.

Target Student: This course is designed for students who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites: To ensure success, students should have completed CompuTrain's *Microsoft® Office Excel®: Introduction* or have the equivalent knowledge and experience.

Course Objectives

Upon successful completion of this course, students will be able to:

- Work with lists.
- Analyze data.
- Visualize data with charts.

Course Content

Lesson 1: 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 2: Analyzing Data

- **Topic A:** Create and Modify Tables
- **Topic B:** Apply Intermediate Conditional Formatting
- **Topic C:** Apply Advanced Conditional Formatting

Lesson 3: Visualizing Data with Charts

- **Topic A:** Create Charts
- **Topic B:** Modify and Format Charts
- **Topic C:** Use Advanced Chart Features

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Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201

**Appendix C: Microsoft Excel 2019
Common Keyboard Shortcuts**

Appendix D: Financial Functions

Appendix E: Working with Graphical Objects

Appendix F: Using Array Formulas