

## Excel 2019 - Part 2

### Overview

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 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.

### Prerequisite Comments

To ensure success, students should have completed Microsoft® Office Excel® 2019: Part 1 or have the equivalent knowledge and experience.

### Target Audience

This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

### Course Objectives

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

Work with functions.

Work with lists.

Analyze data.

Visualize data with charts.

Use PivotTables and PivotCharts.

### Course Outline

[Register Online](#)

### Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run"   OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
06/23/21	G2R	11:00AM - 7:00PM	Ottawa, ON	OLL	\$295.00
06/30/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
07/07/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
07/21/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
08/11/21	G2R	11:00AM - 7:00PM	Ottawa, ON	OLL	\$295.00
09/01/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
09/15/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
09/29/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
10/13/21	G2R	11:00AM - 7:00PM	Ottawa, ON	OLL	\$295.00
10/27/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
11/10/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00
11/24/21	G2R	11:00AM - 7:00PM	Ottawa, ON	OLL	\$295.00
12/08/21	G2R	9:00AM - 5:00PM	Ottawa, ON	OLL	\$295.00

## 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 and Time Functions  
Topic E: Work with Text Functions

## 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

## 3 - Analyzing Data

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

## 4 - Visualizing Data with Charts

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

## 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

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