

Microsoft Excel 2011 Intermediate (Macintosh)

Duration: 1 Day of Training

Course Description

You will learn a lot of things about Excel 2011, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

Target Students

This course is designed for individuals who already have foundational knowledge and skills in Excel 2011 and are ready to advance their data analysis skills and abilities through the application of advanced Excel 2011 functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts

Prerequisites

Before taking this course, students are recommended to take the following course, or have equivalent knowledge:

- Microsoft Excel 2011 Introduction (Macintosh)

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

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

- Use advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Insert and modify graphic objects in a worksheet
- Customize and enhance workbooks and the Microsoft Office Excel environment

Course Content

Lesson 1: Calculating Data with Advanced Formulas

Topic A: Apply Cell and Range Names

Topic B: Calculate Data Across Worksheets

Topic C: Use Specialized Functions

Topic D: Analyse Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

Topic A: Create and Modify Tables

Topic B: Format Tables

Topic C: Sort or Filter Data

Topic D: Use Functions to Calculate Data

Topic E: Create a PivotTable Report

Lesson 3: Presenting Data Using Charts

Topic A: Create a Chart

Topic B: Modify Charts

Topic C: Format Charts

Lesson 4: Inserting Graphic Objects

Topic A: Insert and Modify Pictures and Clip Art

Topic B: Draw and Modify Shapes

Topic C: Illustrate Workflow Using SmartArt Graphics

Topic D: Layer and Group Graphic Objects

Lesson 5: Customizing and Enhancing the Excel Environment

Topic A: Customize the Excel Environment

Topic B: Customize Workbooks

Topic C: Manage Themes

Topic D: Create and Use Templates

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