



Office Productivity Training

Helping your employees work smarter, not harder

Excel for Managers

Module 1

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Summarizing a Table with a PivotTable
- Converting to a Range

Module 2

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Using Slicers

Module 3

- Creating a PivotChart
- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Inserting a Chart
- Changing Chart Type
- Emphasizing D

Module 4

- Using Logical Functions (IF)
- Using Financial Functions (PMT)

Module 5

- Applying Conditional Formatting
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- Using Goal Seek