

Excel Advanced

4 hours

Module 1

- Conditional Formatting
- Quick Analysis

Module 2

- Creating Charts
- Editing Charts
- Formatting Charts
- Using Chart Templates
- Creating Chart Templates

Module 3

- Creating a Database
- Sorting Records Within a Database
- Filtering Data
- Subtotals
- Outlines

Module 4

- Working with Tables

Module 5

- PivotTables
- PivotCharts