Microsoft Excel Formulas and Presenting Data Training

Duration: **3 Day**

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Overview

This Microsoft Excel Formulas and Presenting Data Half Day course is suitable for users of Microsoft Excel 2016 and later, or 365 subscription editions. If you're attending at a QA location, the course will be delivered on Microsoft Excel 2016.

You will use more advanced formulas and work with various tools to present data such as Charts and Conditional Formatting.

Prerequisites

- Working knowledge of Excel
- Create basic formulas
- Perform basic formatting

What You Will Learn

- Calculate with advanced formulas
- Create and modify Charts
- Apply Conditional Formatting

Outline

Calculating with Advanced Formulas

- Overview of Relative and Absolute References
- IF Functions
- CountIF
- SumIF
- VLOOKUP

Charts

- Creating and modifying charts
- Working with Sparklines

Conditional Formatting

- Applying standard rules
- Creating and editing rules