



Advanced Working with Spreadsheet (Data Management) Course Overview

Advanced Working with Spreadsheet (Data Management) - Stage I -

Duration: 3 Hours

Course Objective:

After the course, candidates could be familiar with the skills on sharing data between Word, Excel and PowerPoint. They will also understand how to format useful data by setting different conditions and criteria. They will get the knowledge on presenting their data visually by using Excel charts.

Training Contents:

1. **Data Touchup**
 - Remove Duplicate Values
 - Split Cell Contents Across Multiple Cells
 - Join Several Text Strings into One
 - Change Text Case using Formula
2. **Data Sharing**
 - Send Excel Data to Word or PowerPoint
3. **Advanced Chart Formatting**
 - Create a Chart
 - Instant Chart Formatting Using Chart Contextual Tools
 - Change the Color or Style of a Chart
 - Add Axis Titles to a Chart
 - Add Data Labels to a Chart
 - Add a Data Series to a Chart
 - Change the Data Series in a Chart
 - Rename a Data Series
 - Add a Chart Legend
 - Copy and Excel 2016 Chart to Another Office Application
 - Analyze Trends in Data Using Sparklines
4. **Using Conditional Formatting**
 - Format only Top or Bottom Ranked Values
 - Format only Values that are Above or Below Average
 - Using a Formula to Determine which Cells to Format
 - Apply Conditional Formatting by Using Quick Analysis
 - Clear Conditional Formats
5. **Connect External Data to Your Workbook**
 - Import Text Files
 - Using Text to Columns