



## Intermediate Excel: Course Outline

1. Working with Functions
  - a. Work with Ranges
  - b. Use Specialized Functions
  - c. Work with Logical Operations
  - d. Work with Date & Time Functions
  
2. Working with Lists
  - a. Sort Data
  - b. Filter Data
  - c. Query Data with Database Functions
  - d. Outline and Subtotal Data
  
3. Analyzing Data
  - a. Create and Modify Tables
  - b. Apply Intermediate Conditional Formatting
  - c. Apply Advanced Conditional Formatting
  
4. Visualizing Data with Charts
  - a. Create Charts
  - b. Modify and Format Charts
  - c. Use Advanced Chart Features
  
5. Using PivotTables and PivotCharts
  - a. Create a PivotTable
  - b. Analyze PivotTable Data
  - c. Present Data with PivotCharts
  - d. Filter Data by Using Timelines and Slicers