OIS 1340 Excel Advanced and Data Visualization

Course Description:

Using Excel and other data visualization tools, the student will organize, analyze, interpret, and present data. Expert Excel features covered include manipulating named ranges within formulas, using advanced functions, data validation, pivot tables, importing and exporting data, and integrating Microsoft® Office applications.

Evaluation Criteria:

The OIS1340 credit by exam you will complete will be a hands-on demonstration of various application features using Excel 2021 for a PC. Students need to be familiar with but not limited to the following advanced Excel features:

- Create, modify, and use templates
- Collaborate with others by sharing and protecting workbooks
- Group and ungroup data
- Subtotal data
- Create, modify, and format a PivotTable
- Change the values field
- Sort, filter, and slice a PivotTable
- Create a calculated field
- Create and modify a PivotChart
- Create and edit a one- and two-variable data table
- Identify an input value with
- Goal Seek
- Use Scenario Manager and generate scenario summary reports
- Load the Solver
- Add-In and optimize results with Solver
- Use conditional math and statistical functions
- Calculate relative standing with statistical functions
- Create a nested logical function
- Headers/footers
- Use MATCH and INDEX lookup functions
- Use advanced filtering to Manipulate data with database functions
- Create a loan amortization table
- Work with grouped worksheets
- Manage windows and workspaces
- Insert hyperlinks
- Insert a 3-D formula
- Link workbooks
- Audit formulas
- Set up a watch window
- Validate data
- Import data from external sources
- Create a Web query
- Manage connections
- Convert text to columns
- Manipulate text with functions
- Import XML data into Excel
- Change properties
- Share and merge workbooks
- Insert comments
- Track change