

## Topics in Excel: Working with Data and Charts

Course length: 1.25 Hours

Course type: Instructor led, hands-on learning

Prerequisite: General understanding of Excel spreadsheets

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### Course Details

During this hands-on session, you will explore the following concepts of the Microsoft Excel:

- Sorting and Filtering Data
- Conditional Formatting Basics
- Using the Format as Table Feature
- Recommended Pivot Table Basics
- Using the Recommend Charts Feature
- Modifying Chart Layout and Design
- Using Help and other Resources