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Microsoft Excel: Working with Large Datasets [1]

The purpose of the Microsoft Excel: Working with Large Datasets Course is to provide participants with an overview of the various formulas and functions that Microsoft Excel offers to manage data and get to the desired outcome efficiently. *Participants must bring a laptop or other device to the class so they can actively engage in the exercises.*

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Live

Instructor: Ryan Day [2]

Recommended CPE Credit: 2.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Execute Microsoft Excel functions such as VLOOKUP, COUNT, IF, SUM, AVERAGE, and CONCATENATE;
- Create pivot tables for organizing data;
- Utilize cell formatting and data filters; and,
- Perform data reviews.

Program Policies [3]

NASBA Statement:

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Source URL:https://www.cu.edu/controller/cpe-cpas/course-catalog/microsoft-excel-working-large-datasets

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[1] https://www.cu.edu/controller/cpe-cpas/course-catalog/microsoft-excel-working-large-datasets [2] https://www.cu.edu/controller/ryan-day-cpe-instructor [3] https://www.cu.edu/controller/cpe-cpas-policies [4] http://www.learningmarket.org