



Microsoft Excel Formulas and Pivot Tables Training Curriculum

Training Syllabus

Formatting and Mathematical Operations*

- Workbook Navigation
- Filtering and Sorting Data
- Formatting
 - Colors
 - Borders
 - Freezing
 - Merging
 - Insert
 - Adjustments
- Basic Mathematical Operations
 - SUM, AVERAGE, COUNT
 - Autosum
 - Order of Operation
 - Cell References
- Saving

*Please note that the Formatting and Navigation portion of the training is optional. This training will be offered as a prerequisite training 1 week prior to the official start of the training. Students will be given a skills assessment test to determine their skill level for formatting and navigating within Microsoft Excel. Those who pass with at least an 80% score can bypass the prerequisite training. If students score below 80%, they will be required to attend the preliminary training.

Text + Dates

- Concatenate
- Find and replace
- Left
- Right
- Month, Day, Year

Lookups

- Cell References
- VLOOKUP
- XLOOKUP

Logic Statements

- Basic If/Then Logic Statements
- Error correcting If/Then Logic Statements
- SUMIFS, COUNTIFS, AVERAGEIFS

Pivot Tables

- Pivot tables overview
- Design and layout features
- Filtering and sorting data
 - Slicers

