Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

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*Certification: Microsoft Office Specialist: Excel Associate **and or** Expert (Excel and Excel 2019) — **Exam(s):** MO-200 **and or** MO-201: Microsoft Excel (Excel and Excel 2019)*

Course Description

This course builds upon the foundational knowledge presented in the course, *Microsoft® Excel® for Office 365™ (Desktop or Online): Part* 1. It will help participants in creating advanced workbooks and worksheets that can help deepen their understanding of organizational intelligence. This course also aims to help participants extract actionable organizational intelligence from their raw data. Participants will be shown how to analyse massive amounts of data, extract actionable information from it, and present that information.

Note: The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:
- Persons who already have foundational knowledge and skills in Excel.
- Persons who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.
- Persons who wish to prepare for the certification exam(s).

Prerequisites

To attend this course, candidates must have:
- Completed the course, *Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1* or have the equivalent knowledge and experience.

Microsoft Partner

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Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with functions.
- Work with lists.
- Analyse data.
- Visualize data with charts.
- Use PivotTables and Pivot Charts.

Course Topics

Module 1: Working with Functions

- Work with Ranges
- Use Statistical Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

Module 2: Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Module 3: Analysing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Module 4: Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Module 5: Using PivotTables and Pivot Charts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with Pivot Charts
- Filter Data by Using Timelines and Slicers

ACTIVITIES INCLUDED