



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2019: Part 2

Duration: 1 Day

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

Certification: Microsoft Office Specialist: Excel Associate and or Expert (Excel 365 and Excel 2019) —

Exams: MO-200 & MO-201: Microsoft Excel

Course Description

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course. It will also help participants start down the road to creating advanced workbooks and worksheets that can help deepen their understanding of organizational intelligence. The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision-makers is at the foundation of a successful organization that can compete at a high level.

Target Audience

This course is intended for:

- Individuals who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Prerequisites

To attend this course, candidates must have:

- Completed the *Microsoft® Office Excel® 2019: Part 1* course or have the equivalent knowledge and experience.



Exam Details

Exam Code:	• MO-200/MO-201
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice & Multi-Response

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 PivotCharts

Course Topics

Module 1: Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & 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 PivotCharts

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

ACTIVITIES INCLUDED