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**Learning Style: Online Instructor-Led**

**Technology: Microsoft**

**Difficulty: Intermediate**

**Course Duration: 1 Day**

# Microsoft® Excel® for Office 365™ : Part 2



## About This Course:

After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft® Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present

to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the  Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze 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 is able to compete at a high level.

## Course Objectives:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

## Audience:

- Business professionals who work with data and want to enhance their Excel skills.
- Administrative staff who manage reports, budgets, or operations using spreadsheets.
- Analysts seeking to improve their data interpretation and visualization abilities.

## Prerequisites:

- To ensure success, students should have completed Logical Operations' Microsoft® Excel® for Office 365™ : Part 1 or have the equivalent knowledge and experience.

## Course Outline:

Lesson 1: Working with Functions

Topic A: Work with Ranges

Topic B: Use Specialized Functions

Topic C: Work with Logical Functions

Topic D: Work with Date and Time Functions

Topic E: Work with Text Functions

Lesson 2: Working with Lists

Topic A: Sort Data

Topic B: Filter Data

Topic C: Query Data with Database Functions

Topic D: Outline and Subtotal Data

Lesson 3: Analyzing Data

Topic A: Create and Modify Tables

Topic B: Apply Intermediate Conditional Formatting

Topic C: Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Topic C: Use Advanced Chart Features

Lesson 5: Using PivotTables and PivotCharts

Topic A: Create a PivotTable

Topic B: Analyze PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Timelines and Slicers