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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Next Course Date: February 3, 2026

Microsoft Office Excel 2019: Part 2

About This Course:

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: 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:

- Introduction to Data Analysis

- 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:

- Completion of Microsoft Office Excel 2019: Part 1

Course Outline:

- Work with functions.

- Work with lists
- Analyze Data
- Visualize data with Charts

- Use PivotTables and PivotCharts