

Microsoft Excel for Office 365: Part 2

Course Summary

Description

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.

Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

Objectives

By the end of this course, students will be able to:

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

Topics

- Working with Functions
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts

Audience

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisite

To ensure success, students should have completed Logical Operations' Microsoft Excel for Office 365 (Desktop or Online): Part 1 or have the equivalent knowledge and experience.

Duration

One Day

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Course Outline

I. Working with Functions

- A. Work with Ranges
- B. Use Specialized Functions
- C. Work with Logical Functions
- D. Work with Date and Time Functions
- E. Work with Text Functions

II. Working with Lists

- A. Sort Data
- B. Filter Data
- C. Query Data with Database Functions
- D. Outline and Subtotal Data

III. Analyzing Data

- A. Create and Modify Tables
- B. Apply Intermediate Conditional Formatting
- C. Apply Advanced Conditional Formatting

IV. Visualizing Data with Charts

- A. Create Charts
- B. Modify and Format Charts
- C. Use Advanced Chart Features

V. Using PivotTables and PivotCharts

- A. Create a PivotTable
- B. Analyze PivotTable Data
- C. Present Data with PivotCharts
- D. Filter Data by Using Timelines and Slicers

- Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200
- Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201
- Appendix C: Microsoft® Excel® Common Keyboard Shortcuts
- Appendix D: Financial Functions
- Appendix E: Working with Graphical Objects
- Appendix F: Using Array Formulas