

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

Course Specifications

Course Number:

091137

Course Length:

1 day

Course Description

Overview:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. 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.

Note: Most Office 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 Microsoft 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 may be a useful component in your preparation for the **Microsoft Excel (Microsoft 365 Apps and Office 2019): Exam MO-200** and **Microsoft Excel Expert (Microsoft 365 Apps and Office 2019): Exam MO-201** certification exams.

Course Objectives:

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

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

Target Student:

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.

Prerequisites:

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.

Course-specific Technical Requirements

Hardware:

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s or faster) adapter and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® Office 365™ license (which provides the Microsoft Office apps)

NOTE: The Microsoft 365 plan you use depends on the licensing available in your environment. If you wish to use a trial version, Microsoft 365 Business Standard is acceptable. This course was not tested with Microsoft 365 Family or Microsoft 365 Personal; some features might not be available in these editions.

- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

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

Appendix A: Mapping Course Content to Microsoft Excel (Microsoft 365 Apps and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Microsoft Excel Expert (Microsoft 365 Apps 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