

Excel for Office 365 Intermediate

Length: 1 Day

Summary: This course builds upon the foundational knowledge presented in the Excel for Office 365 Introduction 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.

Prerequisites: Excel for Office 365 Introduction

You will:

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

COURSE CONTENT

WORKING WITH FUNCTIONS

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

WORKING WITH LISTS

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

ANALYZING DATA

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

VISUALIZING DATA WITH CHARTS

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

USING PIVOTTABLES AND PIVOTCHARTS

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- 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