Microsoft Excel for Office 365 (Desktop or Online) - Part 2

Overview

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. 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.

Prerequisite Comments

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.

Target 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.

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.

Course Outline

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

New Horizons Global
800.201.0555
2502 Rocky Point Drive,
Suite 500, Tampa, FL 33607

Page 1 of 2

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info@newhorizons.com
www.newhorizons.com

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

3 - Analyzing Data

Topic A: Create and Modify Tables
Topic B: Apply Intermediate Conditional Formatting
Topic C: Apply Advanced Conditional Formatting

4 - Visualizing Data with Charts

Topic A: Create Charts
Topic B: Modify and Format Charts
Topic C: Use Advanced Chart Features

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

Related Courses, Certifications, Exams

- Microsoft Excel for Office 365 (Desktop or Online) - Part 1

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Page 2 of 2

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