New Horizons®

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

Summary

Length: 8 hours Level: Experienced

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 so much more.

Learning 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

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

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.

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.