



Microsoft Office Excel 2021- Part 2

Summary

Length: 8 hours Level: Foundational

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 Office 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 Office Excel 2021: 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 2021): Exam MO-200 and Excel Expert (Office 365 and Office 2021): Exam MO-201 certifications. This course may earn a Credly Badge.

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 2021 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 Office Excel 2021: Part 1 or have the equivalent knowledge and experience.