

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

### Overview

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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

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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

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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

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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

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#### 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

## Related Courses, Certifications, Exams

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