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# Microsoft Excel for Office 365 – Part 2 Training

**Microsoft Authorized Training · Applied Technology Academy**

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.

| LEVEL | DURATION | EXPERIENCE | AVERAGE SALARY | LABS |
|---|---|---|---|---|
| **Beginner** | **1 Day** | **1 year: Microsoft** | **$49,500** | **Yes** |

## Course Overview

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 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.

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

- **Lesson 1: Working with Functions**
  - Work with Ranges
  - Use Specialized Functions
  - Work with Logical Functions
  - Work with Date and Time Functions
  - Work with Text Functions
- **Lesson 2: Working with Lists**
  - Sort Data
  - Filter Data

  - Query Data with Database Functions
  - Outline and Subtotal Data
- **Lesson 3: Analyzing Data**
  - Create and Modify Tables
  - Apply Intermediate Conditional Formatting
  - Apply Advanced Conditional Formatting
- **Lesson 4: Visualizing Data with Charts**
  - Create Charts
  - Modify and Format Charts
  - Use Advanced Chart Features
- **Lesson 5: Using PivotTables and PivotCharts**
  - Create a PivotTable
  - Analyze PivotTable Data
  - Present Data with PivotCharts
  - Filter Data by Using Timelines and Slicers

## Intended Audience

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.

## Prerequisites

To ensure success, students should have completed Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 or have the equivalent knowledge and experience.

## Follow-On Courses

Microsoft Excel for Office 365 – Part 3

**Ready to enroll?** Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.