Microsoft® Office Excel 2021-2024: Part 2

Duration: 1 Day

Course Description:

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 material will benefit users of any current Office version. The classroom environment setup is based on Office 2021.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2021-2024: 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.

Target 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® 2021-2024: Part 1 or have the equivalent knowledge and experience.

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 Outlines:

Lesson 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

Lesson 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

Lesson 3: Analyzing Data
- Topic A: Create and Modify Tables
- Topic B: Apply Intermediate Conditional Formatting
- Topic **C:** Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts
- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic **C:** Use Advanced Chart Features

Lesson 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

Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2021): Exam MO-200
Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2021): Exam MO-201
Appendix C: Microsoft® Excel® 2021 Common Keyboard Shortcuts
Appendix D: Financial Functions
Appendix E: Working with Graphical Objects

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