

# MICROSOFT EXCEL 365: PART 2

Course Code: 821473

By the end of this course users should be comfortable in creating advanced formulas, analyzing data with functions, analyzing data using functions and PivotTables, working with tables, visualizing data with charts, working with graphical objects, and enhancing workbooks.

Excel Part 2 incorporates some new features and connectivity options in efforts to make collaboration and production as easy as possible.

This course is intended to help all users become familiar with the more advanced selection of features of Excel. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, work with graphical objects, and enhance workbooks.

**Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.**

## What You'll Learn

- Creating Advanced Formulas
- Analyzing Data with Logical and Lookup Functions
- Organizing Worksheet Data with Tables
- Visualizing Data with Basic Charts
- Analyzing Data with PivotTables, Slicers, and PivotCharts
- Working with Graphical Objects
- Enhancing Workbooks

## Who Needs to Attend

Students should have a base knowledge working with formulas and functions, modifying worksheets, printing workbook contents, managing workbooks and customizing the Excel environment.

## Prerequisites

This course assumes the user has completed the first part of the Microsoft 365 Excel courseware or has an understanding of the information presented in that course, including:

- Getting started with the app
- Working with formulas and functions
- Modifying worksheets
- Printing workbook contents

- Managing workbooks
- Customizing the Excel environment

# MICROSOFT EXCEL 365: PART 2

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Creating Advanced Formulas**

- Topic A: Apply Range
- Topic B: Use Specialized Functions

### **Lesson 2: Analyzing Data with Logical and Lookup Functions**

- Topic A: Use Text Functions
- Topic B: Use Logical Functions
- Topic C: Use Lookup Functions
- Topic D: Use Date Functions
- Topic E: Use Financial Functions

### **Lesson 3: Organizing Worksheet Data with Tables**

- Topic A: Create and Format Tables
- Topic B: Modifying Tables
- Topic C: Table References

### **Lesson 4: Visualizing Data with Basic Charts**

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trendline
- Topic D: Create Advanced Charts

### **Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts**

- Topic A: Create a PivotTable
- Topic B: Filter Data Using Slicers
- Topic C: Analyze Data with PivotCharts

### **Lesson 6: Working with Graphical Objects**

- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt

### **Lesson 7: Enhancing Workbooks**

- Topic A: Customize Workbooks

- Topic B: Manage Themes
- Topic C: Protect Files
- Topic D: Preparing a Workbook for Multiple Audiences

# MICROSOFT EXCEL 365: PART 2

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Creating Advanced Formulas**

- Topic A: Apply Range
- Topic B: Use Specialized Functions

### **Lesson 2: Analyzing Data with Logical and Lookup Functions**

- Topic A: Use Text Functions
- Topic B: Use Logical Functions
- Topic C: Use Lookup Functions
- Topic D: Use Date Functions
- Topic E: Use Financial Functions

### **Lesson 3: Organizing Worksheet Data with Tables**

- Topic A: Create and Format Tables
- Topic B: Modifying Tables
- Topic C: Table References

### **Lesson 4: Visualizing Data with Basic Charts**

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trendline
- Topic D: Create Advanced Charts

### **Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts**

- Topic A: Create a PivotTable
- Topic B: Filter Data Using Slicers
- Topic C: Analyze Data with PivotCharts

### **Lesson 6: Working with Graphical Objects**

- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt

### **Lesson 7: Enhancing Workbooks**

- Topic A: Customize Workbooks

- Topic B: Manage Themes
- Topic C: Protect Files
- Topic D: Preparing a Workbook for Multiple Audiences

Feb 12 - 12, 2026 | 9:00 AM - 5:00 PM EST

Mar 3 - 3, 2026 | 9:00 AM - 5:00 PM EST

Apr 14 - 14, 2026 | 9:00 AM - 5:00 PM EDT

May 12 - 12, 2026 | 9:00 AM - 5:00 PM EDT

Jun 16 - 16, 2026 | 9:00 AM - 5:00 PM EDT

Jul 7 - 7, 2026 | 9:00 AM - 5:00 PM EDT

Aug 25 - 25, 2026 | 9:00 AM - 5:00 PM EDT

Sep 22 - 22, 2026 | 9:00 AM - 5:00 PM EDT

Oct 6 - 6, 2026 | 9:00 AM - 5:00 PM EDT

Nov 24 - 24, 2026 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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