

Course Outline

Microsoft Excel O365 - Level 2 Course EXC O365 L2: 1-day Virtual Instructor Led

Course Content

Module1: Creating Advanced Formulas

- **Apply Range Names**
 - Range Names
 - Adding Range Names Using the Name Box
 - Adding Range Names Using the New Name Dialog Box
 - Editing a Range Name and Deleting a Range Name
 - Using Range Names in Formulas
- **Use Specialized Functions**
 - Function Categories
 - The Excel Function Reference
 - Function Syntax
 - Function Entry Dialog Boxes
 - Using Nested Functions
 - Automatic Workbook Calculations
 - Showing and Hiding Formulas
 - Enabling Iterative Calculations

Module 2: Analyzing Data with Logical and Lookup Functions

- **Use Text Functions**
 - Text Functions
 - The LEFT and RIGHT Functions
 - The MID Function
 - The LEN Function
 - The TRIM Function
 - The UPPER, LOWER, and PROPER Functions
 - The CONCATENATE Function
 - The TRANSPOSE Function
- **Use Logical Functions**
 - Logical Functions

- Logical Operators
- The AND Function
- The OR Function
- The IF Function
- **Use Lookup Functions**
 - Lookup Functions
 - The LOOKUP Function
 - The VLOOKUP Function
 - The HLOOKUP Function
- **Use Date Functions**
 - The TODAY Function
 - The NOW Function
 - Serializing Dates and Times with Functions
- **Use Financial Functions**
 - The IPMT Function
 - The PPMT Function
 - The NPV Function
 - The FV Function

Module 3: Organizing Worksheet Data with Tables

- **Create and Modify Tables**
 - Tables
 - Table Components
 - The Create Table Dialog Box
 - The Table Tools – Design Contextual Tab
 - Styles and Quick Style Sets
 - Customizing Row Display
 - Table Modification Options
- **Sort and Filter Data**
 - The Difference Between Sorting and Filtering
 - Sorting Data
 - Advanced Filtering
 - Filter Operators

- Removing Duplicate Values
- **Use Subtotal and Database Functions to Calculate Data**
 - SUBTOTAL Functions
 - The Subtotal Dialog Box
 - Summary Functions in Tables
 - Database Functions

Module 4: Visualizing Data with Charts

- **Create Charts**
 - Charts
 - Chart Types
 - Chart Insertion Methods
 - Resizing and Moving the Chart
 - Adding Additional Data
 - Switching Between Rows and Columns
- **Modify and Format Charts**
 - The Difference Between Modifying and Formatting
 - Chart Elements
 - Minimize Extraneous Chart Elements
 - The Chart Tools Contextual Tabs
 - Formatting the Chart with a Style
 - Adding a Legend to the Chart
- **Create a Trendline**
 - Trendlines
 - Types of Trendlines
 - Adding a Trendline
 - The Format Trendline Task Pane
- **Create Advanced Charts**
 - Dual Axis Charts
 - Creating Custom Chart Templates
 - Viewing Chart Animations