



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2021: Part 2

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS): Excel Associate and or Expert (Office 365 and Office 2021) — **Exams:** MO-200 and or MO-201

Course Description

This course builds upon the foundational knowledge presented in the *Microsoft® Office Excel® 2021: Part 1* course. It will help start participants down the road to creating advanced workbooks and worksheets that can help deepen their understanding of organizational intelligence. This course will teach participants to analyse massive amounts of data, extract actionable information from it, and present that information to decision-makers. At the end of this course, participants will be able to use Excel to provide the answers to any questions they may have about their data.

Target Audience

This course is intended for:

- Persons 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 analyse and present data.

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and experience:

- *Microsoft® Office Excel® 2021: Part 1*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with functions.
- Work with lists.
- Analyse data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.



Microsoft Partner

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Course Topics

Module 1: Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

Module 2: Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Module 3: Analysing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Module 4: Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Module 5: Using PivotTables and PivotCharts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers

Appendix D: Financial Functions

Appendix E: Working with Graphical Objects

ACTIVITIES INCLUDED

