



## Microsoft® Office 365 Excel: Level 2

### Training Course Content

**Course Objective:** Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

**Prerequisites:** To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing spreadsheets in Excel. Knowledge of formulas and functions is also necessary (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing). Students can obtain this level of skill through our Level 1 course.

Contact us to discuss if this level is right for you.

**What's New in 365:** New and improved Quick Analysis tools now make it easier than ever to utilize the exciting new features. Excel is now capable of making recommendations for charting options based on your data. Create powerful charts easy with the new improved chart types, like Waterfall, Sunburst, Histogram, or Box and Whisker charts. Excel is packed with exciting new templates, improved Pivot Table enhancements, and Multi-select slicer feature to make your workload easier.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

### Lesson 1: Calculating Data with Advanced Formulas/Functions

Topic 1A: Conditional Logic Functions  
Topic 1B: Nesting Functions  
Topic 1C: Use SUMIFS, COUNTIFS and AVERAGEIFS In Formulas  
Topic 1D: Use New Functions MINIFS and MAXIFS

### Lesson 2: Organizing Worksheet and Data into Excel's New Table Feature

Topic 2A: Create and Modify Tables  
Topic 2B: Format Tables  
Topic 2C: Sort and Filter Data  
Topic 2D: Calculate Data Using Table Functions

### Lesson 3: Using Lookup Functions

Topic 3A: Create and Use Named Ranges  
Topic 3B: Manage Named Ranges  
Topic 3C: VLOOKUP  
Topic 3D: HLOOKUP

### Lesson 4: Presenting Data Using Charts

Topic 4A: Create and Modify Charts  
Topic 4B: Recommended Charts  
Topic 4C: New 2019 Charts  
Topic 4D: Incorporate Shapes in Charts  
Topic 4E: Create Trendlines

### Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable  
Topic 5B: Filter Data Using Slicers  
Topic 5C: Filter Data Using a Timeline  
Topic 5D: Analyze Data Using PivotCharts

### Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

Topic 6A: Customize the Excel Environment  
Topic 6B: Manage Themes  
Topic 6C: Use Quick Analysis Tools