

COURSE OUTLINE



Microsoft Excel 365:

Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Intermediate	VILT/ILT	N/A	End User

Course Overview

Excel is Microsoft's powerful and easy-to-use spreadsheet program, which provides you with an extensive set of tools to organize, analyze, present, and store data.

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features including creating a new spreadsheet, working with basic formulas and functions, making a spreadsheet look professional and presentable, and saving and printing a spreadsheet.

Topics

Creating Advanced Formulas

In this lesson, students will learn how to use range names in formulas and functions, as well as how to use specialized functions.

Analyzing Data with Logical and Lookup Functions

In the first lesson, students will learn how to use text functions to manage and manipulate text, as well as date functions to return date information. Additionally, they will learn about the many different financial functions that are available and how they operate.

- Use Text Functions
- Use Logical Functions
- Use Lookup Functions
- Use Date Functions
- Use Financial Functions

Organizing Worksheet Data with Tables

Next, we go over how to organize workbook data by creating tables, sorting data, and applying filters.

- Create and Modify Tables
- Sort and Filter Data

Visualizing Data with Charts

Students will learn about the wide variety of charts that are available and, how to insert them. They will also learn about the best way to modify and format charts.

- Create Charts
- Modify and Format Charts

Enhancing Workbooks

In the final lesson, customizing workbooks using comments, hyperlinks and pictures are covered. We also go over modifying worksheets using the accessibility checker, managing fonts, and how to add alternative text to objects.

- Customize Workbook
 - Preparing a Workbook for Multiple Audiences
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