Excel for Office 365 Intermediate

Length: 1/2 Day

Summary: This course builds upon the foundational knowledge presented in the Excel for Office 365 Introduction course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

Prerequisites: Excel for Office 365 Introduction

You will:

- Work with functions.
- Work with lists.
- Analyze data.

COURSE CONTENT

WORKING WITH FUNCTIONS

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

WORKING WITH LISTS

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

ANALYZING DATA

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