



**Course:**

# **Microsoft Excel 365 Advanced**

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**Course Details**

**Duration:** 1.00 Day

**Outline**

**Working with Excel Range and Tables**

- Creating Excel Range
- Creating Excel Tables
- Using Advanced Table Tools
- Apply Basic Sorting to a Data Range

**Data Validation**

- Number Validation
- Data List Validation
- Message Prompts and Alerts
- Conditional Data Validation
- Data Validation Errors

**Working with Excel Functions**

- Using the LOOKUP Function
- Using the IF Function
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using Text Functions

**Analyzing Selected Data**

- Applying Basic Filters
- Advanced Filters
- Use Database Functions

**Apply Conditional Formatting**

- Conditional Formatting
- Customizing Conditional Formatting
- Sorting and Filtering by Color



### **Working with PivotTables and PivotCharts**

- Creating a PivotTable
- Amending the Fields in a PivotTable
- Updating the PivotTable
- Adding Calculations to a PivotTable
- Add Grouping to a PivotTable
- Creating a PivotChart
- Slicers
- PivotTable Timelines
- Creating PivotTables from Tables and Related Tables

### **Import/Export Data**

- Exporting Excel Data
- Import Delimited Text by Connecting to It
- Importing a Web Query