



Course:

Microsoft Excel 365 Advanced

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