

MICROSOFT EXCEL FOR OFFICE 365 – PART 2

COURSE SPECIFICATIONS

Course Code:	MS-EXC-P2
Course No:	ELK91-137_rev1.12
Course Length:	2 Days
CertiPort Exam No:	MO-200; MO-201

COURSE DESCRIPTION

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that is a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel can do so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that is exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the *Microsoft Excel for Office 365: Part 1* 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 analyse 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 can compete at a high level.

NOTE: Most Office 365 users perform most of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel Online and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the

application may function differently from the primary, desktop version.

TARGET AUDIENCE

This course is designed for candidates who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. It is recommended that you have completed *Microsoft Excel for Office 365 – Part 1* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.
NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will:

- Work with functions.
- Work with lists.
- Analyse data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

LEARNING OUTLINE

1. Working with Functions
 - a. Work with Ranges
 - b. Use Specialized Functions
 - c. Work with Logical Functions
 - d. Work with Date and Time Functions
 - e. Work with Text Functions
2. Working with Lists
 - a. Sort Data
 - b. Filter Data
 - c. Query Data with Database Functions
 - d. Outline and Subtotal Data
3. Analysing Data
 - a. Create and Modify Tables
 - b. Apply Intermediate Conditional Formatting
 - c. Apply Advanced Conditional Formatting
4. Visualizing Data with Charts
 - a. Create Charts
 - b. Modify and Format Charts
 - c. Use Advanced Chart Features

5. Using PivotTables and PivotCharts

- a. Create a PivotTable
- b. Analyse PivotTable Data
- c. Present Data by Using Timelines and Slicers
- d. Filter Data by Using Timelines and Slicers

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Excel (Microsoft Office 365 Apps and Office 2019): Exam MO-200** and **Microsoft Excel Expert (Microsoft Office 365 and Office 2019): Exam MO-201** certification exams.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

CONTACT DETAILS

Further enquiries may be directed to:

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