



Course Objectives and Outline

Excel 365: Advanced/Level 3

Days: 1

Prerequisites or Equivalent Skills: Windows and Excel Level 2

Target Student and Goals:

Before taking this course, you should be comfortable using a personal computer and Microsoft Windows. You should have some experience with Excel and should be familiar with intermediate-level tasks, such as sorting data, linking worksheets, and outlining and consolidating data. You will get the most out of this course if their goal is to become proficient in performing advanced tasks, such as using logical, conditional, lookup, and database functions, validating cell entries and using advanced filters, creating advanced charts, working with PivotTables and PivotCharts, exporting and importing data, performing what-if analyses, and recording macros.

Course Outline:

Unit 1 : Logical and Math functions

- Logical functions (IF and IFS)
- Conditional functions(SUMIF(S), AVERAGEIF(S), COUNTIF(S))
- Database functions
- Text functions
- Text to Columns and Flash Fill

Unit 2 : Lookups and data tables

- Lookup functions (VLOOKUP and XLOOKUP)

Unit 3 : Advanced data management

- Validating cell entries

Unit 4 : Advanced Charting

- Chart formatting options
- Combination charts
- Trendlines and Sparklines
- New charts (365)

Unit 5 : PivotTables and Pivot Charts

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- Using PivotCharts

Unit 6 : Exporting and Importing

- Exporting data
- Importing data

Unit 7 : Analytical options

- Data tables
- Forecasting

Unit 8 : Macros

- Recording and running a macro
- Assign macro to Quick Access Toolbar
- Editing VBA code