Microsoft Excel 365 Level 2 Course Outline

Duration: 1 Day

By using Excel 365 along with its new features, everyone attending this Microsoft Excel Level 2 intermediate training course will have greater confidence in using Excel features that are definitely beyond the basics.

This intermediate Excel 365 course covers a range of advanced functions including VLOOKUP, along with the XLOOKUP function, text, date and time, and logical functions. These functions allow you to search for and retrieve data from other parts of the worksheet or from other worksheets or workbooks. Also, Text functions, such as CONCATENATE and LEFT, MID, and RIGHT, can be used to combine and extract text from cells.

What You'll Learn

- Master Lookup, Text, and Date functions, including new array functions.
- Develop skills in creating and customising Pivot Tables and Pivot Charts.
- Learn to use Data Validation for enhanced data entry control.
- Apply Conditional Formatting to visualise data dynamically.

Course Prerequisites

This Level 2 Intermediate Excel course is perfect for those with a foundational understanding of Excel who are ready to take their skills further. To make the most of this training, we recommend the following:

- **Basic knowledge of Excel**: Familiarity with Excel's interface, basic navigation, and fundamental features (e.g., entering data, creating simple formulas).

- **Understanding of basic formulas and functions**: Ability to use basic formulas, such as SUM, and AVERAGE

- **Experience with basic data handling**: Skills such as formatting cells, sorting, and filtering data.

Full Course Outline

Formulas and Functions within Excel 365

Using lookup and reference functions (e.g. VLOOKUP, XLOOKUP)
Using text functions (e.g. CONCATENATE, LEFT, MID, RIGHT)
Using date and time functions (e.g. TODAY, NOW, NETWORKDAYS)

Using logical functions (e.g. IF, AND, OR, NOT)

Array Functions

Using the FILTER function to extract data from an array based on criteria
Using the SORT function to sort data in an array
Using the UNIQUE function to remove duplicates from an array

Pivot Tables and Pivot Charts

Creating Pivot Tables and Pivot Charts
Modifying Pivot Tables (e.g. adding/removing fields, filtering data)
Formatting Pivot Tables and Pivot Charts
Using Pivot Tables to summarise and analyse data

Creating Charts

Column Chart
Adjusting chart elements
Changing chart colours
Combination Chart

Working with Data

Removing duplicates and consolidating data
Using Text to Columns and Flash Fill to split and combine data
Using Find and Replace to locate and replace data
Import data from website

Conditional Formatting

Cell formatting
Using a formula to conditionally format cells
A couple of sneaky conditional formatting tricks

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.