

# Mastering Microsoft® Excel® for Office 365® Level 200

## Course Overview

### Is this your situation?

You know a lot about Microsoft® Excel®, but now everyone is talking to you about data analysis. You're aware there are tools for such things, but you don't really have a background in this, and you don't know where to start.

If this sounds familiar to you, or you struggle with expanding your skills knowing that data analysis is the new "hot skill" needed in every organization, this course is for you. In one day, you'll learn the vast number of powerful analytic tools and techniques nested in Excel® ready for you to harness and use to illuminate the data you've worked so hard to collect.

## Module 1

### Time-saving Techniques— Understanding Essential Power Shortcuts and Functions

These are the must-know shortcuts and functions for Power users.

- Discuss keyboard shortcuts
- Identify custom and conditional formatting
- Describe CONVERT, SUMIFS, COUNTIFS for crosstab reports
- Explain tables and PivotTable reports

## Module 2

### Charting Essentials

Building effective charts is an essential skill for analysts. Build them effectively and everybody can see what you're saying.

- Discuss how to create a chart
- Identify the process of modifying a chart
- Describe how to add a trendline
- Recognize how to customize miniature visualizations: Sparklines

## Module 3

# Mastering Forms, Form Objects and Templates

Advanced workbooks are driven not by keystrokes, but by form controls added by you to make analysis easier.

- Display the Developer tab
- Insert form controls
- Configure cell protection
- Create form templates

## Module 4

# Data Visualization Techniques

Data Viz folks know the grammar and vocabulary of illustrating large quantities of data in an effective way. Do you?

- Discuss combination charts
- Describe dial charts
- Explain Gantt charts
- Describe sparklines
- Identity small multiples

## Module 5

# Powerful Data Analysis Tools

Excel® provides a suite of powerful data analysis tools enabling you to “mine” your data for answers to important questions.

- Describe audit formulas
- Analyze data with the Scenario Manager and Goal Seek
- Analyze data with the solver and the Data Analysis toolkit
- Explain the use of the Forecast Sheet command

## Module 6

# The Data Mining Add-in

Why do online tools suggest products to buy or people to “friend”? It’s all done with sophisticated algorithms, and you can do it too . . . with the amazing Excel® Data Mining add-in.

- Identify how to download and install the data mining add-in
- Recognize how to create a key influencers report
- Discuss detect categories/clustering
- Identify how to perform a Shopping Basket analysis