

## 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 is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **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.