

## Microsoft Office Excel 2019/2021 – Part 2

### COURSE OVERVIEW

This course builds on the foundational knowledge from Microsoft Office Excel 2021: Part 1, focusing on advanced techniques for analyzing large datasets and extracting actionable insights. You will learn to create sophisticated workbooks and worksheets that improve your ability to analyze data and present findings to decision-makers effectively. The course aims to enhance your skills in organizational intelligence, helping you answer complex questions by leveraging Excel's powerful data manipulation tools. By the end of the course, you will be better equipped to drive data-driven decision-making and gain a competitive edge in your organization. Additionally, this course aligns with the Microsoft Office Specialist Program exam objectives, preparing you for both the Excel Associate (Office 365 and Office 2021): Exam MO-200 and the Excel Expert (Office 365 and Office 2021): Exam MO-201 certifications.

### WHO SHOULD ATTEND?

This course is designed for delegates who already have foundational knowledge and skills in Excel 2021 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

### COURSE OUTCOMES

Delegates will gain the skills and knowledge to;

- Leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.
- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

### KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Advanced data analysis techniques to extract actionable insights from large datasets.
- Creating complex workbooks and worksheets for improved data presentation.
- Deepening your understanding of organizational intelligence through Excel tools.
- Developing skills to answer complex data-related questions efficiently.
- Aligning with Microsoft Office Specialist Program exam objectives.
- Preparation for Excel Associate (Office 365 and Office 2021): Exam MO-200 and Excel Expert (Office 365 and Office 2021): Exam MO-201 certifications.
- Enhancing your ability to support data-driven decision-making in organizations.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded