Excel - Part 2

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Related Exam: MO-200; Microsoft Office Specialist; MO-201

Course Overview

Ready to go beyond the basics? Our Intermediate Excel Training course is perfect for professionals who want to turn raw data into clear insights using Microsoft Excel. Whether you're managing projects, tracking budgets, or building reports, this course gives you the tools to work smarter—not harder. You'll dive into features like advanced functions, data analysis tools, PivotTables, and charting—all designed to help you confidently modify spreadsheets and workbooks to support better decision-making. With over 60% of employers saying Excel skills are in high demand, this training is a smart step in growing your career. This course builds on the foundational knowledge from Excel – Part 1 and takes your skills to the next level. It aligns with Microsoft Office Specialist exam objectives, helping you prepare for the Excel Associate (MO-200) and Excel Expert (MO-201) certifications. You'll learn how to build and modify advanced workbooks that streamline processes and enhance data insights in your organization.

About This Course

Ready to go beyond the basics? Our Intermediate Excel Training course is perfect for professionals who want to turn raw data into clear insights using Microsoft Excel. Whether you're managing projects, tracking budgets, or building reports, this course gives you the tools to work smarter—not harder. You'll dive into features like advanced functions, data analysis tools, PivotTables, and charting—all designed to help you confidently modify spreadsheets and workbooks to support better decision-making. With over 60% of employers saying Excel skills are in high demand, this training is a smart step in growing your career. This course builds on the foundational knowledge from Excel – Part 1 and takes your skills to the next level. It aligns with Microsoft Office Specialist exam objectives, helping you prepare for the Excel Associate (MO-200) and Excel Expert (MO-201) certifications. You'll learn how to build and modify advanced workbooks that streamline processes and enhance data insights in your organization.

Who Should Attend

This course is ideal for professionals who already have a basic understanding of Microsoft Excel and want to deepen their capabilities. It's a great fit for analysts, administrative staff, project leads, and anyone who regularly uses Excel to manage data, generate reports, or support business decisions.

Prerequisites & Entry Requirements

General Prerequisites:

Participants should have completed Excel – Part 1 or have equivalent experience using Excel formulas, formatting, and workbook navigation.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of this intermediate Excel training course, you'll be able to work confidently within Microsoft Excel—applying logical, date/time, and text functions; managing lists of data using tables and filters; and using conditional formatting to highlight trends. You'll also learn how to create, modify, and enhance workbooks with charts, PivotTables, and PivotCharts. These real-world skills will help you transform raw data into clear, actionable information and support smarter, data-driven decision-making.

Detailed Course Outline

Working with Functions

- Work with Ranges
- Use logical, date/time, and text functions
- Apply specialized formulas

Working with Lists

- Sort and filter data

Analyzing Data

- Create and manage Excel tables
- Apply intermediate and advanced conditional formatting

Visualizing Data with Charts

- Build and modify charts for clarity
- Apply formatting and advanced chart features

Using PivotTables and PivotCharts

- Create and analyze PivotTables
- Build dynamic PivotCharts
- Use slicers and timelines for filtering

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Excel - Part 2:

Start Date	End Date	Location	Delivery	Price
16 Nov 2026	16 Nov 2026	Online	Virtual	€295.00
19 Nov 2026	19 Nov 2026	Online	Virtual	€295.00
24 Nov 2026	24 Nov 2026	Online	Virtual	€295.00
30 Nov 2026	30 Nov 2026	Online	Virtual	€295.00
02 Dec 2026	02 Dec 2026	Online	Virtual	€295.00
07 Dec 2026	07 Dec 2026	Online	Virtual	€295.00
10 Dec 2026	10 Dec 2026	Online	Virtual	€295.00
15 Dec 2026	15 Dec 2026	Online	Virtual	€295.00
18 Dec 2026	18 Dec 2026	Online	Virtual	€295.00
23 Dec 2026	23 Dec 2026	Online	Virtual	€295.00
28 Dec 2026	28 Dec 2026	Online	Virtual	€295.00
31 Dec 2026	31 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Excel - Part 2?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: Which exam does this course prepare me for?

This course prepares you for the MO-200; Microsoft Office Specialist; MO-201 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day Excel - Part 2 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Excel - Part 2 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Excel - Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for Excel - Part 2. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Excel - Part 2?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Excel - Part 2 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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