

# **Advanced Excel 365 and Advanced PowerPoint**

## **Advanced Excel 365**

### **Module 1: What is Power Query?**

- What is Power Query and What Does it Do?
- Navigate and get a basic understanding of Power Query
- Understand Applied Steps in Query Settings

### **Module 2: Extract Data**

- Extract data from the Excel table
- Extract data from Excel external workbooks
- Manage source data cleaning issues

### **Module 3: Data Analysis Tools**

- Goal Seek
- What-if Analysis

### **Module 4: Recording and Using Macros**

- Recording Macros
- Running Macros
- Adding Macros to the Quick Access Toolbar
- Using Macros for Advanced Filter

### **Module 5: Data Management**

- Data Consolidation

### **Module 6: Manage advanced charts and tables**

- Create and modify PivotTables & Pivot Charts
- Creating Pivot Tables
- ✓ More PivotTable Functionality

- ✓ Inserting Slicers
- ✓ Multi-Select Option in Slicers
- ✓ PivotTable Enhancements
  - Working with Pivot Charts
- ✓ Inserting Pivot Charts
- ✓ Using the Chart Recommendation Feature
- ✓ Editing Charts
- ✓ Using Chart Tools

### Module 7: Power Pivot

- Introduction to Power Pivot
- Importing Data into Power Pivot
- Creating Relationships
- DAX Calculations
- Power Pivot Charts and PivotTables

### Module 8: Creating Interactive Dashboards

- Creating dashboards with Power Pivot
- Slicers and timelines
- Conditional timelines
- Using Themes to create an Interactive Dashboard

### Module 9: Advanced PowerPoint

- Working with Special Effects
- Applying Transition Effects
- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing

- Animating a Chart/SmartArt