

## Microsoft® Excel 365 – New Features (Online Training)

### Online Training Course Content

**Course Objective:** Excel 365 has many exciting new features which are not included in other versions of Office (2019 and earlier). These either have been a part of Excel 365 for years, or have been added through monthly updates to the software. In this class, students will learn how to use these new features to quickly analyze and chart data, identify what is in the Excel file, collaborate and apply new formats.

**Prerequisites:** Students should be familiar with how to navigate in Excel, as well as how to create charts and PivotTables.

**Course Requirements:** In order to ensure you have access to all functions taught in this class, be sure your Office 365 Account settings are set to Current Channel. If you have any questions about how to check for this, please be sure to contact us.

#### Lesson 1: Quickly Gain Insight into Your Data

- The new Ideas Pane
- Natural Language Queries
- Workbook Statistics

#### Lesson 2: New Data Types

- Geography
- Stock
- Build out specific data fields using these formats

#### Lesson 3: Collaboration using Excel

- Automatic, real-time file saving
- Comments and Notes

#### Lesson 4: Get & Transform Data Queries with Column Analysis

- Profile Data in Query Editor
- Use Column Quality to check for valid data, errors, or empty cells
- Identify distinct and unique data with Column Profile

#### Lesson 5: New Charts in Excel 365

- Waterfall Chart
- Funnel Chart
- Filled Map Chart (2D Map)
- Sunburst Chart
- Treemap Chart
- Box and Whisker Charts

#### Lesson 6: General Enhancements

- Default Styles for PivotTables
- Search PivotTable Fields
- Automatic Relationship creation in Data Model for PowerPivot PivotTables
- Save Relationship Diagram View
- Publish to Power BI
- Slicers for Tables
- Import professional images
- Import icons into Excel