

Intermediate Microsoft Excel 2019 (MS-55269)

Modality: Virtual Classroom

Duration: 1 Day

About this course:

This is an intermediate level class which teaches on the different concepts in Microsoft Excel in a much in-depth manner. This Intermediate Microsoft Excel 2019 training class is a one-day class which gives you the advantage of gaining the skills of this comprehensive course in only one day. This is meant for the students who want to increase their knowledge and gain an in-depth understanding of MS Excel 2019, as well as advancing their abilities and techniques in working with advanced formulas, lists, and illustrations. Apart from this, the students will also get to work with charts and advanced formatting inclusive of styles.

On average, an Office 365 Consultant is \$104,073 per annum.

Learning Objectives:

The course has the following learning objectives:

- Making use of formulas and functions
- Constructing and amending the charts
- Converting, sorting, and managing the lists
- Inserting and amending the illustrations in the worksheet
- Operating the tables
- Making use of conditional formatting and styles

Audience:

This course is designed for and suitable for the students who have foundational skills in operating Microsoft Excel 2019. This is for the students who now want to enhance their skills and get expertise in the intermediate-level skills of Excel, or for those students who want to gain understanding of the concepts discussed in this course in the 2019 version.

Requirements:

It is important for the students to have knowledge in basic-level skills of Excel.

Course Outline:

Module 1: Advanced Formulas

This module explains how to work with advanced formulas in Microsoft Excel.

Lessons

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- Creating Scenarios

Lab : Advanced Formulas Exercises

- Using Named Ranges in Formulas
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the VLOOKUP Function
- Using the CONCAT Function
- Using the PROPER Function
- Using the LEFT and RIGHT Functions
- Using the YEAR, MONTH, and DAY Functions

After completing this module, students will be able to:

- Name and label cells and ranges of cells.
- Use names and labels in formulas.
- Create formulas that span multiple worksheets.
- Use the conditional IF function and its variants in formulas.
- Use the PMT function to calculate payments for loans.
- Use the LOOKUP function.
- Use the VLOOKUP function.
- Use the HLOOKUP function.
- Use the CONCAT function to join the contents of numerous cells.
- Use the TRANSPOSE function.
- Use the PROPER, UPPER, and LOWER functions to alter the casing of text.
- Use the LEFT, RIGHT, and MID functions to return characters from the start or end of a

string, or a specific number of text characters.

- Use various date functions.

Module 2: Working with Lists

This module explains how to work with lists.

Lessons

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Lab : Work with Lists Exercises

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

After completing this module, students will be able to:

- Convert data into tables.
- Remove duplicates from tables.
- Sort data in Excel.
- Filter data in Excel.
- Use subtotals to automatically total related data.
- Group and ungroup data.

Module 3: Working with Illustrations

This module explains how to work with Illustrations in Microsoft Excel.

Lessons

- Working with Clip Art
- Using Shapes
- Adding Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Lab : Working with Illustrations Exercises

- Working with Clip Art
- Adding Shapes

After completing this module, students will be able to:

- Add pictures to your worksheets.
- Use Clip Art to illustrate your worksheets.
- Insert shapes into Microsoft Excel worksheets.

Use SmartArt to illustrate your worksheets.

Module 4: Visualizing Your Data

This module explains how to work with various types of charts in Microsoft Excel.

Lessons

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects
- Create a Custom Chart Template

Lab : Visualizing Your Data Exercises

- Inserting Charts
- Editing Charts

After completing this module, students will be able to:

- Create charts that enable you to visualize your data.
- Choose what data is displayed in your charts.
- Show and hide data labels.
- Show and hide the legend.
- Show and hide the chart title.
- Add a picture or shape to a chart.
- Change the way text displays in a chart.
- Change the fill color of a chart.
- Add and format objects in a worksheet.
- Create a custom chart template.

Module 5: Working with Tables

This module explains how to work with tables in Microsoft Excel.

Lessons

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles
- Creating and Modifying a Table in Excel

Lab : Creating and Modifying a Table in Excel

- Creating and Modifying a Table in Excel

After completing this module, students will be able to:

- Format data in Excel as a table.
- Modify Excel tables

Module 6: Advanced Formatting

This module explains how to work with advanced formatting features in Microsoft Excel.

Lessons

- Applying Conditional Formatting
- Using Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

Lab : Advanced Formatting Exercises

- Using Conditional Formatting
- Working with Styles

After completing this module, students will be able to:

- Use conditional formatting to display cells differently based on their values.
- Quickly format tables using styles.
- Format cells using styles