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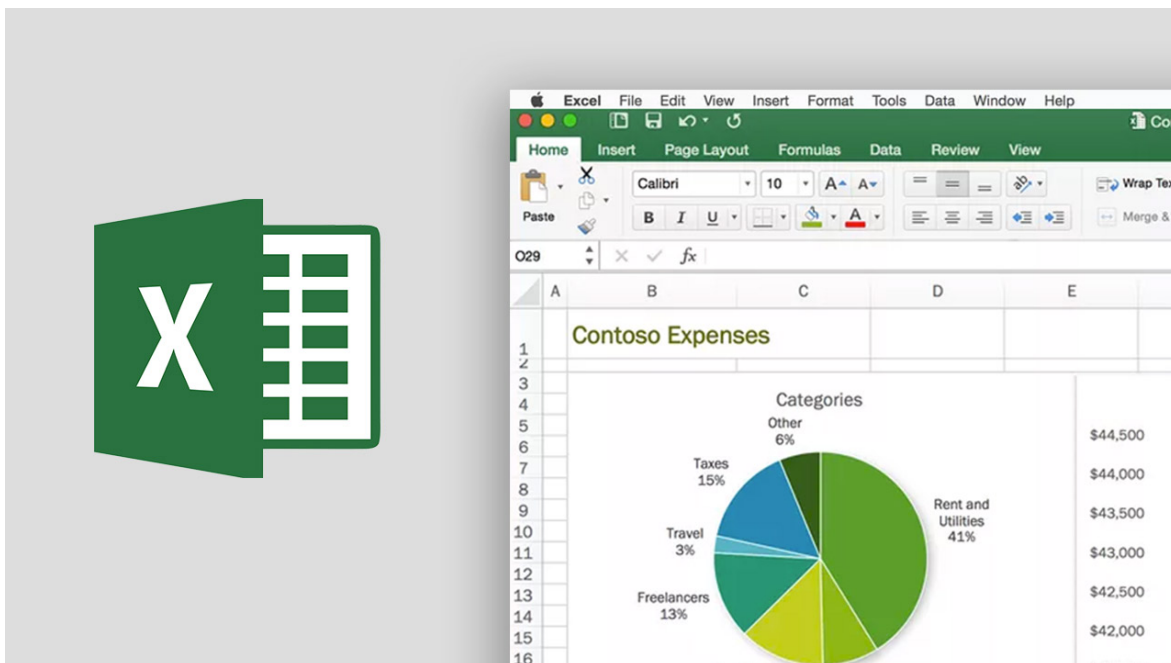
Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

Advanced Microsoft Excel 2019 (MS-55270)

About this course:

Someone with great Office 365 skills can easily excel at life by securing a well paying job and a job with which they will be satisfied and content. An average Office 365 Consultant is paid around **$104,073** per year which is a sound annual income in the current economic setup. However, it goes without saying that the person should be equipped with the precise skills needed to excel at it. This course trains you and helps you gain that much sought after skill set.

The Advanced Microsoft Excel 2019 training course is specifically tailored for those who wish to be highly skilled at the art of creating pivot tables and those who wish to be able to correctly audit and carry out a strong analysis of worksheet data. This

course is also targeted at those who intend to learn the effective use of data tools ,collaborating with others and those who aspire to be highly skilled at creating and managing macros.

Course Objective:

Upon completion of this course, the participant should have an advanced skill set and a sound working knowledge of the following principals while also be able to;

- Design pivot tables and charts
- Learn how to effectively trace precedents and descendents in Excel 2019
- Learn how to use the consolidate data function
- Skillfully convert text and validate data
- Protect worksheets and workbooks while collaborating with others
- Learn how to create, utilize , edit and manage macros.
- Efficiently import and export data

Audience:

This particular course is aimed at the following audience;

- Students with an intermediate working knowledge of Microsoft Access 2019 and an intention to gain a higher and more advanced skill set .
- Students who wish to learn about the topics in the 2019 interface which have been overviewed by this course.

Prerequisites:

The following prerequisites are absolutely necessary to be eligible to take this course;

A beginner and intermediate level of experience working with Microsoft Excel

Course Outline:

Module 1: Using Pivot Tables

This module explains how to use pivot tables in Microsoft Excel.

Lessons

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality

- Working with Pivot Tables

Lab : Working with Pivot Tables

After completing this module, students will be able to:

- Use pivot tables to analyze data.
- Edit pivot tables.
- Format pivot tables.
- Insert pivot charts.
- Use Slicers.

Module 2: Auditing Worksheets

This module explains how to audit worksheets.

Lessons

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

Lab : Auditing Worksheets Exercises

- Tracing Precedents
- Tracing Dependents

After completing this module, students will be able to:

- Audit formulas.
- Trace precedents to determine which cells impact a specific cell.
- Trace dependents to determine which cells are impacted by a specific cell.
- Remove precedent and dependent arrows.
- Show formulas.
- Check for errors frequently found in formulas

Module 3: Data Tools

This module explains how to work with data tools.

Lessons

- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek
- Using Goal Seek

Lab : Data Tools Exercises

- Converting Text to Columns
- Using Data Validation
- Consolidating Data
- Using Goal Seek

After completing this module, students will be able to:

- Convert text to columns.
- Use Data Validation to restrict the type of data that can be entered into a cell.
- Consolidate data from a number of different ranges into one new range.
- Use Goal Seek to figure out the value to input to obtain a specific result

Module 4: Working with Others

This module explains how work with others in Microsoft Excel.

Lessons

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Lab : Working with Others Exercises

- Password Protecting a Workbook
- Passssword Protecting a Worksheet
- Password Protecting Ranges in a Worksheet

After completing this module, students will be able to:

- Password protect a workbook.
- Password protect a worksheet.
- Password protect ranges in a worksheet.
- Track changes.
- Accept and reject changes.
- List all changes on a new sheet

Module 5: Recording and Using Macros

This module explains how record and use macros.

Lessons

- Recording Macros
- Recording a Macro

- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar

Lab : Recording and Using Macros Exercises

- Recording a Macro
- Adding a Macro to the Quick Access Toolbar

After completing this module, students will be able to:

- Record macros.
- Run macros.
- Edit macros (kind of).
- Add macros to the Quick Access Toolbar

Module 6: Random Useful Items

This module explains how to use sparklines and other useful random features.

Lessons

- Sparklines
- Inserting and Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word

Lab : Random Useful Items Exercises

- Inserting and Customizing Sparklines
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word

After completing this module, students will be able to:

- Insert sparklines into worksheets.
- Customize sparklines by:
- Change the type of sparkline.
- Highlight key points.
- Change colors.
- Change the axis.
- Prepare a workbook for internationalization, accessibility, and compatibility.
- Import text files into Microsoft Excel.
- Copy cells from a worksheet into Microsoft Word.

Copy and paste a chart into Microsoft Word.

Module 7: Cloud

This module explains how to save, share, and collaborate with others using the cloud.

Lessons

- Using the Cloud.

Lab : Using the Cloud

After completing this module, students will be able to:

- Use Excel in the Cloud.

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