

## **Excel 2019 Advanced**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

Who it's for: Beginners and average, everyday users looking to sharpen their skills and increase efficiency in Microsoft Excel. What it is: Microsoft's spreadsheet application used to clean and organize data. What you'll learn: We start with the basics, showing you the user interface and quick ways to navigate. Once you're comfortable with the software's layout, we quickly move on to calculating data with basic formulas and functions. In the Intermediate section, we show you the various tools and ways to sort and filter data in a timely manner. Then, we dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, we explore complex Database functions, provide an introduction to Macros, and show you how to save time by automating common Excel tasks.

### **Course Outline:**

- Creating & Applying Named Ranges
- Navigating with Named Ranges
- IF Functions
- Introduction to Nesting Functions
- The Round Function
- Formula Auditing Tools
- Introduction to VLOOKUP
- VLOOKUP
- IFERROR
- Database Functions - SUMIF & AVERAGEIF
- Database Functions - SUMIFS
- Text Functions
- Consolidate by Position
- Consolidate by Category
- Goal Seek
- Introduction to Data Tables
- Data Tables
- Scenario Manager
- Macros - Adding the Developer Tab
- Macros - Recording & Running the Header Macro
- Macros - Visual Basic Editor & Form Control
- Macros - Adding Macros to the Ribbon
- Macros - Exercise