

## **Excel 2019 Intermediate**

**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:**

- Overview of List Design
- Formatting Lists as Tables
- Filtering Records from Lists or Tables
- Removing Duplicates from Lists or Tables
- Flash Fill
- Single & Multi-Level Sorting
- Inserting Automatic Subtotals in Lists
- Inserting Data Charts Using Recommended Charts
- Formatting & Editing Chart Elements
- Creating & Applying Custom Chart Templates
- Adding & Removing Data from Charts
- Inserting Sparklines
- Printing Charts
- Inserting Pivot Tables
- Filtering Pivot Tables
- Using Report Layouts in Pivot Tables
- Refreshing & Changing Source Data in Pivot Tables
- Inserting Pivot Charts
- Data Validation
- Applying Built-In Conditional Formatting
- Creating Custom Conditional Formats
- Linking Data
- Comments
- Protection