

# Course 55270-A: Advanced Microsoft Excel 2019

## 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
- Password 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.