Course 55269-A: Intermediate Microsoft Excel 2019

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.

- 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