

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.

Lessons

- **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**