

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.