Intermediate & Advanced Excel

Day 1

Module 1: Advanced Features

☐ 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 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

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

☐ 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

☐ Working with Clip Art

☐ Using 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

☐ 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

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 colour of a chart

☐ Add and format objects in a worksheet

☐ Create a custom chart template

Module 5: Working with Tablets

☐ Format Data as a Table

☐ Move between Tables and Ranges

☐ Modify Tables

☐ Define Titles

☐ 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: Advance Formatting

- ☐ Applying Conditional Formatting

- ☐ Using Conditional Formatting

- ☐ Working with Styles

- ☐ Creating and Modifying Templates

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

Day 2

Course 55270-A: Advanced Microsoft Excel 2019

Module 1: Using Pivot Tables

This module explains how to use pivot tables in Microsoft Excel

- ☐ 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 analyse data

☐ Edit pivot tables

☐ Format pivot tables

☐ Insert pivot charts

☐ Use Slicers

Module 2: Auditing Worksheets

☐ Tracing Precedents

☐ Tracing Dependents

☐ Showing Formulas

☐ Lab: Auditing Worksheets Exercises

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

☐ Converting Text to Columns

☐ Linking to External Data

☐ Controlling Calculation Options

- Data Validation

- Using Data Validation

- Consolidating Data

- Goal Seek

- 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

- 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

After completion of this module you will learn

- 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

- 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

After completion of this module you will learn

- 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

- 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

After completion of this module you will learn

- 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

 Using the Cloud

 Lab : Using the Cloud