

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Excel Expert

4

MODULES

48

TOPICS

LEARNING OBJECTIVES

- Configure workbook collaboration settings such as protection
- Manage macros and language options across workbooks
- Format and validate data using custom number formats and rules
- Apply advanced conditional formatting rules that use formulas
- Apply logical, lookup, and date and time functions such as VLOOKUP
- Analyse data using Goal Seek, Scenario Manager and Consolidate
- Troubleshoot formulas using the Watch Window and error checking rules
- Create PivotTables, PivotCharts and advanced charts such as Waterfall

4 Modules, 48 Topics

01

15-20%

Manage Workbook Options and Settings

MANAGE WORKBOOKS

copy macros between workbooks · reference data in other workbooks · enable macros in a workbook · manage workbook versions

PREPARE WORKBOOKS FOR COLLABORATION

restrict editing · protect worksheets and cell ranges · protect workbook structure · configure formula calculation options · manage comments

USE AND CONFIGURE LANGUAGE OPTIONS

configure editing and display languages · use language-specific features

02

20-25%

Manage and Format Data

FILL CELLS BASED ON EXISTING DATA

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

FORMAT AND VALIDATE DATA

- create custom number formats
- configure data validation
- group and ungroup data
- calculate data by inserting subtotals and totals
- remove duplicate records

APPLY ADVANCED CONDITIONAL FORMATTING AND FILTERING

- create custom conditional formatting rules
- create conditional formatting rules that use formulas
- manage conditional formatting rules

03

30-35%

Create Advanced Formulas and Macros

PERFORM LOGICAL OPERATIONS IN FORMULAS

- perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions

LOOK UP DATA BY USING FUNCTIONS

- look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

USE ADVANCED DATE AND TIME FUNCTIONS

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

Create Advanced Formulas and Macros (continued)

PERFORM DATA ANALYSIS

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

TROUBLESHOOT FORMULAS

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

CREATE AND MODIFY SIMPLE MACROS

- record simple macros
- name simple macros
- edit simple macros

04

25-30%

Manage Advanced Charts and Tables

CREATE AND MODIFY ADVANCED CHARTS

- create and modify dual axis charts
- create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

CREATE AND MODIFY PIVOTTABLES

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

CREATE AND MODIFY PIVOTCHARTS

- create PivotCharts
- manipulate options in existing PivotCharts
- apply styles to PivotCharts
- drill down into PivotChart details

NOTES

- The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.
- In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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✉ info@koenig-solutions.com