KOENIG SOLUTIONS · COURSE OUTLINE

Customize Excel with Advanced Features

Learn to use advanced Excel functions, tables, charts, pivot tables, macros and data tools to analyse and manage data.

2 Days	14	77	7
DURATION	MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

This course covers advanced Excel formulas and functions, including lookup, text and date functions, alongside working with lists, illustrations, charts and tables. It then moves into advanced formatting, conditional formatting and templates, before addressing pivot tables, worksheet auditing and data tools such as data validation and Goal Seek. Later sections cover protecting worksheets and workbooks, recording and running macros, sparklines, internationalization, importing and exporting files, and working with Excel in the cloud.

WHO THIS COURSE IS FOR

Excel Users | **Data Analysts** | **Financial Analysts** | **Administrative Staff** | **Report Writers**

LEARNING OBJECTIVES

- Apply advanced functions such as IF, LOOKUP and CONCAT
- Build formulas that span multiple worksheets
- Convert lists to tables and remove duplicates
- Create charts and apply chart recommendation tools
- Apply conditional formatting and modify templates
- Build and analyse pivot tables and pivot charts
- Trace precedents and dependents when auditing worksheets
- Configure data validation and use Goal Seek

COURSE SYLLABUS

14 Modules, 77 Topics

DAY 1

01

Advanced Features

TOPICS

- 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

02

Working with Lists

TOPICS

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

03

Working with Illustrations

TOPICS

Working with Clip Art · Using Shapes

04

Lab

Visualizing Your Data

TOPICS

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

05

Working with Tablets

TOPICS

Format Data as a Table · Move between Tables and Ranges · Modify Tables · Define Titles · Creating and Modifying a Table in Excel

06

Advance Formatting

TOPICS

Applying Conditional Formatting · Using Conditional Formatting · Working with Styles · Creating and Modifying Templates

DAY 2

Advanced Microsoft Excel 2019

Course 55270-A: Advanced Microsoft Excel 2019

01

Lab

Using Pivot Tables

This module explains how to use pivot tables in Microsoft Excel

TOPICS

- 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

02

Lab

Auditing Worksheets

TOPICS

Tracing Precedents · Tracing Dependents · Showing Formulas

03

Data Tools

This module explains how to work with data tools

TOPICS

Converting Text to Columns · Linking to External Data · Controlling Calculation Options · Data Validation · Using Data Validation · Consolidating Data · Goal Seek · Using Goal Seek

04

Lab

Working with Others

TOPICS

Protecting Worksheets and Workbooks · Password Protecting a Workbook · Password Protecting a Worksheet · Password Protecting Ranges in a Worksheet · Marking a Workbook as Final

05

Lab

Recording and Using Macros

TOPICS

Recording Macros · Recording a Macro · Running Macros · Editing Macros · Adding Macros to the Quick Access Toolbar · Adding a Macro to the Quick Access Toolbar

06

Lab

Random Useful Items

This module explains how to use sparklines and other useful random features

TOPICS

- 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

07

Lab

Cloud

TOPICS

Using the Cloud

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
04	**Visualizing Your Data**	Visualizing Your Data Exercises
01	**Using Pivot Tables**	Working with Pivot Tables
02	**Auditing Worksheets**	Auditing Worksheets Exercises
04	**Working with Others**	Working with Others Exercises
05	**Recording and Using Macros**	Recording and Using Macros Exercises
06	**Random Useful Items**	Random Useful Items Exercises
07	**Cloud**	Using the Cloud

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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