

KOENIG SOLUTIONS • COURSE OUTLINE

Advanced Microsoft Excel

Learn to build pivot tables, audit worksheets, use data tools, protect workbooks and record macros in Microsoft Excel.

8 Hours

DURATION

7

MODULES

40

TOPICS

22

HANDS-ON LABS

COURSE OVERVIEW

This Advanced Microsoft Excel 2019 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

WHO THIS COURSE IS FOR

Students who have intermediate skills with Microsoft Excel 2019 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Build and customise pivot tables and pivot charts
- Insert and configure slicers for pivot tables
- Trace precedents and dependents to audit worksheets
- Apply data validation, consolidation and Goal Seek
- Convert text to columns and link external data
- Protect worksheets, workbooks and ranges with passwords
- Record, edit and run macros in Excel
- Insert sparklines and share workbooks using the cloud

7 Modules, 40 Topics

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

3 Labs

Auditing Worksheets

This module explains how to audit worksheets.

TOPICS

Tracing Precedents · Tracing Dependents · Showing Formulas

03

5 Labs

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

4 Labs

Working with Others

This module explains how work with others in Microsoft Excel.

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**3 Labs**

Recording and Using Macros

This module explains how record and use 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**5 Labs**

Random Useful Items

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

TOPICS

- 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

07**Lab**

Cloud

This module explains how to save, share, and collaborate with others using the cloud.

TOPICS

Using the Cloud

Practise What You Learn

#	MODULE	ACTIVITY
01	Using Pivot Tables	Working with Pivot Tables
02	Auditing Worksheets	- Auditing Worksheets Exercises - Tracing Precedents - Tracing Dependents
03	Data Tools	- Data Tools Exercises - Converting Text to Columns - Using Data Validation - Consolidating Data - Using Goal Seek
04	Working with Others	- Working with Others Exercises - Password Protecting a Workbook - Password Protecting a Worksheet - Password Protecting Ranges in a Worksheet
05	Recording and Using Macros	- Recording and Using Macros Exercises - Recording a Macro - Adding a Macro to the Quick Access Toolbar
06	Random Useful Items	- Random Useful Items Exercises - Inserting and Customizing Sparklines - Importing Text Files - Copying Data from Excel to Word - Copying Charts from Excel to Word
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.

Visit koenig-solutions.com

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