

## [EXC19E]: Microsoft Excel 2019 (Expert)

Duration	: 3 Days
Length	: 24 Hours
Audience(s)	: Professionals, Managers and Executives
Technology	: Microsoft Operating System & Microsoft Excel 2019
Delivery Method	: Classroom and/ or Virtual Training

### Course Objective

The objective of this course is to introduce participants to the advanced features, functions, and capabilities of Microsoft Excel 2019.

### Audience Profile

For end-users who have basic Microsoft Excel 2003/ 2007/ 2013/ 2016 knowledge and experience but are new to Microsoft Excel 2019 software.

### At Course Completion

Upon successful completion of the course, participants should be able to use Microsoft Excel 2019 more efficiently and apply the advanced features and functions to their work.

### Pre-Requisites

Participants need to have basic computer operating system skills and basic knowledge of Excel features and functions.

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## Course Outline

### Module 1: Manage Workbook Options and Settings

#### Lessons

- Manage Workbooks
  - Copy Macros between Workbooks
  - Enable Macros in a Workbook
  - Reference Data in other Workbooks
  - Manage Workbook Versions
- Prepare Workbooks for Collaboration
  - Protect Worksheets and Cell Ranges
  - Restrict Editing
  - Protect Workbook Structure
  - Password Protecting Workbook Files
  - Configure Formula Calculation Options
  - Manage Comments
- Use and Configure Language Options
  - Configure Editing and Display Languages
  - Use Language-Specific Features

### Module 2: Manage and Format Data

#### Lessons

- 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
  - Internationalization
  - 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

### Module 3: Create Advanced Formulas and Macros

#### Lessons

- Perform Logical Operations in Formulas
  - Correct Syntax for Functions
  - Perform Logical Operations using Nested Functions
    - IF() Function
    - IFS() Function

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- SWITCH() Function
- Conditional Summary Functions: SUMIF(), SUMIFS(), AVERAGEIF(), AVERAGEIFS(), COUNTIF(), COUNTIFS(), MAXIFS(), MINIFS()
- Conditional Logic Functions: AND(), OR(), NOT()
- Look up Data by using Functions
  - INDEX() Function
  - MATCH() Function
  - LOOKUP() Function
  - HLOOKUP() and VLOOKUP() Functions
- Use Advanced Date and Time Functions
  - NOW() Function
  - TODAY() Function
  - WEEKDAY() Function
  - WORKDAY() Function
- Perform Data Analysis
  - Summarize Data from Multiple Ranges by using Consolidate feature
  - Perform What-If Analysis by using Goal Seek and Scenario Manager
  - Forecast Data by using NPER() Function
  - Calculate Financial Data by using PMT() Function
- Troubleshoot Formulas
  - Trace Precedence and Dependence
  - Monitor Cells and Formulas by using Watch Window
  - Validate Formulas by using Error Checking Rules
  - Evaluate Formulas
  - Manually Check and Display Formulas
- Create and Modify Simple Macros
  - Record Simple Macros
  - Run Macros

#### **Module 4: Manage Advanced Charts and PivotTables**

##### **Lessons**

- Create and Modify Dual Axis Charts
  - Format a Simple Chart
  - Create a Combo Chart
  - Save a Custom Chart Template
  - Add Chart Trendline
- Create and Modify Charts
  - Map Chart
  - Funnel Chart
  - Box & Whisker Chart
  - Histogram Chart
  - Sunburst Chart
  - Waterfall Chart
- Create and Modify PivotTables
  - Create PivotTables
  - Format Data in a PivotTable

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- Modify Field Selections and Options
  - Add Fields to Columns and Rows
  - Change Style of a PivotTable
  - Change Data Layout of a PivotTable
  - Sort Data in a PivotTable
  - Filter Data in a PivotTable
- Create Slicers
- Group PivotTable Data
- Add Calculated Fields
- Reference PivotTable Data
- Create and Modify PivotCharts
  - Create PivotCharts
  - Manipulate Options in existing PivotCharts
  - Apply Styles to PivotCharts
  - Drill Down into PivotChart Details

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