

# Microsoft Excel 2019 / 365 Intermediate

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **2 Day**

## **Overview**

The goal of this course is to provide you with the knowledge required to use more advanced formulas and work with various tools to analyse data in spreadsheets, such as sorting, filtering, conditional formatting and auditing. You will also organise table data and present data as charts. You will discover how Excel spreadsheets are constructed and be given a clear path on how to create templates. The course emphasises hands-on experience, with a series of self-guided exercises integrated into the training.

Please note this course contains a taster session on PivotTables. Detailed training on this subject is covered in our Microsoft Excel 2019 Advanced course.

## **Prerequisites**

- Create basic spreadsheets
- Select and edit data
- Perform basic formatting
- Open, close and save files
- Create basic formulas - AutoSum
- Use Insert Function to create built-in functions
- Work with absolute references
- Use the AutoFill feature

## **What You Will Learn**

- Calculate with advanced formulas
- Audit formulas using the auditing tools
- Work with Excel tables
- Organise worksheet data so that data can be sorted and filtered
- Create and modify Charts
- Create Excel templates
- Apply Conditional Formatting
- Analyse data with Recommended Pivot Tables

## **Outline**

### **Module 1: Calculating With Advanced Formulas**

- Using Excel's Quick Analysis Tools
- Using Mixed References in Calculations
- Working with Range Names
- Calculating across Worksheets
- Exploring Excel's Function Categories
- Analysing Data Based on Criteria
- Using Logical Functions
- Working with Text Functions
- Calculating with Financial Functions
- Applying Lookup Functions

### **Module 2: Auditing a Worksheet**

- Finding Cells
- Finding and Resolving Errors
- Using the Watch Window
- Evaluating a Formula

### **Module 3: Mastering Excel Tables**

- Introducing Excel Tables
- Using Advanced Table Tools

### **Module 4: Organising Worksheet Data**

- Applying Basic Sorting to a Data Range
- Advanced Sorting
- Summarising Data with Subtotals

### **Module 5: Analysing Selected Data**

- Applying Basic Filters
- Advanced Filters
- Using Database Functions
- Using Outlines to Organise Data

### **Module 6: Charts**

- Understanding Charts
- Creating a Chart
- Modifying and Formatting a Chart
- Analysing Data Using Sparklines

### **Module 7: Working with Templates**

- Creating a Hyperlink
- Adding Comments
- Working with Templates

### **Module 8: Applying Conditional Formatting**

- Conditional Formatting
- Customising Conditional Formatting
- Sorting and Filtering by Colour

### **Module 9: An Introduction to PivotTables**

- Understanding PivotTables
- Analysing Data with Recommended PivotTables