

Intermediate & Advanced Excel

Day 1

Module 1: Advanced Features

- ☐ 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

After completing this module, students will be able to:

- ☐ Name and label cells and ranges of cells
- ☐ Use names and labels in formulas
- ☐ Create formulas that span multiple worksheets
- ☐ Use the conditional IF function and its variants in formulas
- ☐ Use the PMT function to calculate payments for loans
- ☐ Use the LOOKUP function
- ☐ Use the VLOOKUP function
- ☐ Use the HLOOKUP function

- ☐ Use the CONCAT function to join the contents of numerous cells
- ☐ Use the TRANSPOSE function
- ☐ Use the PROPER, UPPER, and LOWER functions to alter the casing of text
- ☐ Use the LEFT, RIGHT, and MID functions to return characters from the start or end of a string, or a specific number of text characters
- ☐ Use various date functions

Module 2: Working with Lists

- ☐ 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

After completing this module, students will be able to:

- ☐ Convert data into tables
- ☐ Remove duplicates from tables
- ☐ Sort data in Excel
- ☐ Filter data in Excel
- ☐ Use subtotals to automatically total related data
- ☐ Group and ungroup data

Module 3: Working with Illustrations

- ☐ Working with Clip Art
- ☐ Using Shapes

After completing this module, students will be able to:

- ☐ Add pictures to your worksheets
- ☐ Use Clip Art to illustrate your worksheets
- ☐ Insert shapes into Microsoft Excel worksheets Use SmartArt to illustrate your worksheets

Module 4: Visualizing your Data

- ☐ 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
- ☐ Lab: Visualizing Your Data Exercises

After completing this module, students will be able to:

- ☐ Create charts that enable you to visualize your data
- ☐ Choose what data is displayed in your charts
- ☐ Show and hide data labels
- ☐ Show and hide the legend
- ☐ Show and hide the chart title
- ☐ Add a picture or shape to a chart
- ☐ Change the way text displays in a chart
- ☐ Change the fill colour of a chart
- ☐ Add and format objects in a worksheet
- ☐ Create a custom chart template

Module 5: Working with Tablets

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

After completing this module, students will be able to:

- ☐ Format data in Excel as a table
- ☐ Modify Excel tables

Module 6: Advance Formatting

- ☐ Applying Conditional Formatting
- ☐ Using Conditional Formatting
- ☐ Working with Styles
- ☐ Creating and Modifying Templates

After completing this module, students will be able to:

- ☐ Use conditional formatting to display cells differently based on their values
- ☐ Quickly format tables using styles
- ☐ Format cells using styles

Day 2

Course 55270-A: Advanced Microsoft Excel 2019

Module 1: Using Pivot Tables

This module explains how to use pivot tables in Microsoft Excel

- ☐ 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
- ☐ Lab: Working with Pivot Tables

After completing this module, students will be able to:

- ☐ Use pivot tables to analyse data
- ☐ Edit pivot tables
- ☐ Format pivot tables
- ☐ Insert pivot charts
- ☐ Use Slicers

Module 2: Auditing Worksheets

- ☐ Tracing Precedents
- ☐ Tracing Dependents
- ☐ Showing Formulas
- ☐ Lab: Auditing Worksheets Exercises

After completing this module, students will be able to:

- ☐ Audit formulas
- ☐ Trace precedents to determine which cells impact a specific cell
- ☐ Trace dependents to determine which cells are impacted by a specific cell
- ☐ Remove precedent and dependent arrows
- ☐ Show formulas
- ☐ Check for errors frequently found in formulas

Module 3: Data Tools

This module explains how to work with data tools

- ☐ Converting Text to Columns
- ☐ Linking to External Data
- ☐ Controlling Calculation Options

- ☐ Data Validation
- ☐ Using Data Validation
- ☐ Consolidating Data
- ☐ Goal Seek
- ☐ Using Goal Seek

After completing this module, students will be able to:

- ☐ Convert text to columns
- ☐ Use Data Validation to restrict the type of data that can be entered into a cell
- ☐ Consolidate data from a number of different ranges into one new range
- ☐ Use Goal Seek to figure out the value to input to obtain a specific result

Module 4: Working with Others

- ☐ Protecting Worksheets and Workbooks
- ☐ Password Protecting a Workbook
- ☐ Password Protecting a Worksheet
- ☐ Password Protecting Ranges in a Worksheet
- ☐ Marking a Workbook as Final
- ☐ Lab: Working with Others Exercises

After completion of this module you will learn

- ☐ Password protect a workbook.
- ☐ Password protect a worksheet.
- ☐ Password protect ranges in a worksheet.
- ☐ Track changes.
- ☐ Accept and reject changes.
- ☐ List all changes on a new sheet

Module 5: Recording and Using Macros

- ☐ Recording Macros
- ☐ Recording a Macro

- ☐ Running Macros
- ☐ Editing Macros
- ☐ Adding Macros to the Quick Access Toolbar
- ☐ Adding a Macro to the Quick Access Toolbar
- ☐ Lab: Recording and Using Macros Exercises

After completion of this module you will learn

- ☐ Record macros.
- ☐ Run macros.
- ☐ Edit macros (kind of).
- ☐ Add macros to the Quick Access Toolbar

Module 6: Random Useful Items

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

- ☐ 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
- ☐ Lab: Random Useful Items Exercises

After completion of this module you will learn

- ☐ Insert sparklines into worksheets.
- ☐ Customize sparklines by:
 - ☐ Change the type of sparkline.
 - ☐ Highlight key points.
 - ☐ Change colors.
 - ☐ Change the axis.

- ☐ Prepare a workbook for internationalization, accessibility, and compatibility.
- ☐ Import text files into Microsoft Excel.
- ☐ Copy cells from a worksheet into Microsoft Word. Copy and paste a chart into Microsoft Word.

Module 7: Cloud

- ☐ Using the Cloud
- ☐ Lab : Using the Cloud