Microsoft Excel 2019 Expert

In this course, you will learn advanced-level features of Microsoft Excel, such as macros, PivotTables, PivotCharts, and data analysis tools to help you make data-driven decisions.

IS THIS COURSE FOR YOU?

This course is for those who are proficient with the basic and intermediate concepts and features of Excel and wish to build on their abilities with spreadsheets by leveraging Excel's advanced features.

ABOUT THE COURSE

The course consists of 13 modules and includes media demonstrations, hands-on activities, and knowledge check questions. At the end of the course, you will complete a consolidation exercise, which will help you review what you have learned and assess your understanding.

The course also contains quizzes at the end of each module and a Validation Test at the end of the course. With successful completion of the course, you will receive a Pitman Training certificate to verify your achievement.

AIMS AND OBJECTIVES

The aim of the course is to build on your knowledge and skills with the Excel 2019 application to gain advanced-level skills.

PRE-REQUISITES

This course follows Excel 2019 - Part 2.

COURSE CONTENT

Module 1: Using Functions
Using Functions; AutoSum

Module 2: Date and Time Functions
Basic and Complex Date and Time Functions

Module 3: Text Functions
Using Text Functions

Module 4: Logical Functions
Filling Cells by Using Flash Fill; Using Logical Functions

Module 5: Lookup Functions
CHOOSE, HLOOKUP, and VLOOKUP Functions

Module 6: Financial Functions
Financial Functions and Terminology; Personal and Professional Financial Functions; Depreciation

COURSE CONTENT *(cont'd)*

Module 7: Statistical Functions
Statistical Functions for Description, Forecasting, and Inference

Module 8: Connecting to External Data
Connecting to Other Workbooks, Access Databases, and Web Data Sources; Using Get and Transform Functions

Module 9: Macros
Recording and Managing Macros; Copying Macros between Workbooks

Module 10: Tables
Working with Tables; Table References; Table Styles

Module 11: PivotTables
Working with PivotTables; Filters and Slicers; PivotCharts

Module 12: Data Analysis
What-If Analysis; Scenario Manager; Using Goal Seek and the Solver Program

Module 13: Graphics and Charts
Area, Surface, Radar, and Bubble Charts; Sparklines; Stock Charts; Dual Axis and Other Charts

CAREER PATH

Microsoft Excel is used across a wide range of job roles. Your new skills with the software will make your work more efficient and more valuable to employers.

COURSE DURATION

22 hours. This will vary based on prior knowledge and ability.

CPD POINTS: 22

CPD points awarded upon successful completion.

PITMAN
T R A I N I N G

To discuss your current skills and aspirations, or to book your course call...

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www.pitman-training.com/stratford

Stratford and East London