

Microsoft Excel 2019 – Part 2

course outline

In this course, you will learn intermediate and advanced-level features of the Microsoft Excel application, such as how to create and edit charts, sort and filter data, use advanced formulas, and more.

IS THIS COURSE FOR YOU?

This course is for those who are proficient with the basic concepts and features of Excel and wish to increase their productivity and enhance their spreadsheet skills using Excel's intermediate and advanced-level features.

ABOUT THE COURSE

The course consists of 10 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 for you to build on your knowledge and skills with the Excel 2019 application to gain intermediate-level proficiency.

PRE-REQUISITES

This course is the continuation of Excel 2019 - Part 1.

COURSE CONTENT

Module 1: Using Charts

Creating Charts; Types of Charts; Editing Charts; Using Graphics to Enhance Charts; Linking Chart Titles; Creating Sparklines

Module 2: Working with Names

Creating Range Names; Managing Names; Using Names in Formulas

Module 3: Sorting and Filtering Data

Removing Duplicate Rows; Sorting Data; Filtering Data; Using Advanced Filters

Module 4: Outlining and Subtotaling Data

Creating an Outline; Adding Subtotals

Module 5: Working with Views

Arranging Files; New Window Feature; Custom Views

Module 6: Linking Files

Creating Formulas Between Files; Working with Links; Consolidating Data

Module 7: Advanced Formula Creation

Using IF Statements; Using Functions to Look Up Data; Working with Data Validation; Formula Auditing; Using the Watch Window

Module 8: Overview of PivotTables and PivotCharts

PivotTables; PivotCharts; Slicers

Module 9: Customizing Excel

Excel Options; Customizing the Ribbon; Modifying Workbook Properties

Module 10: Additional Excel Features

Text to Columns; Conditional Formatting; Hyperlinks; the Spell Checker and Translate Features; Quick Analysis Tool; the Document Inspector; Import Data from a Text / CSV File

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

17 hours. This will vary from individual to individual based on prior knowledge and ability.



CPD POINTS: 17

CPD points awarded upon successful completion.

To find out more about this or any of our courses, speak to one of our Course Advisors.



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

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