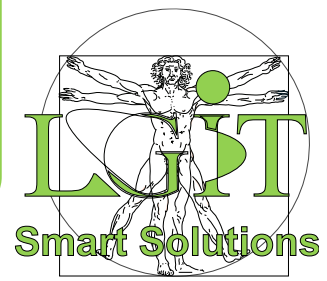# Microsoft Excel 2019 Intermediate
55269-A

Course Overview

This Intermediate Microsoft Excel 2019 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles.

At course completion

After completing this course, students will be able to:

- Learn to use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.

Duration: 6 Hours (2x 3hrs)

Course Details

Module 1: Advanced Formulas

This module explains how to work with advanced formulas in Microsoft Excel

Lessons
- 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 VLOOKUP Function
- Using the HLOOKUP 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

Lab : Advanced Formulas Exercises
- Using Named ranges in Formulas
- Entering a formula using data in multiple worksheets
- Using the If Function
- Using the PMT Function
- Using the VLOOKUP Function
- Using the CONCAT Function
- Using the PROPER Function
- Using the LEFT and RIFGT Function
- Using the YEAR, MONTH and DAY Functions

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

This Module explains how to work with lists

Lessons
- 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

Lab: Work with Lists Exercises
- 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

This module explains how to work with Illustrations in Microsoft Excel.

Lessons
- Working with Clip Art
- Using Shapes
- Adding Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Lab : Working with Illustrations Exercises
- Working with Clip Art
- Adding 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

This module explains how to work with various types of charts in Microsoft Excel.

Lessons
- 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
- Inserting charts
- Editing charts

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 color of a chart.
- Add and format objects in a worksheet.
- Create a custom chart template.

Module 5: Working with Tables

This module explains how to work with tables in Microsoft Excel.

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

Lab : Creating and Modifying a Table in Excel
- 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: Advanced Formatting

This module explains how to work with advanced formatting features in Microsoft Excel.

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

Lab : Advanced Formatting Exercises
- Using Conditional Formatting
- Working with Styles

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