



COURSE OUTLINE

Microsoft Excel 2019 Advanced

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	In Class/ VITL	N/A	Microsoft

Course Overview

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage.

After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day.

You already know how to get Microsoft® Office Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others.

But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

Prerequisites

To ensure, students should have completed Logical Operations' Microsoft® Office Excel® 2019: Part 1 or have the equivalent knowledge and experience Hardware Requirements For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution higher monitor recommended)

Software Requirements

- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screens

At Course Completion

Microsoft® Windows® 10 Professional or Enterprise

Microsoft® Office 2019

Audience

This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.

Use PivotTables and PivotCharts

Topics

Module 1: Working with Functions MO-200

- Work with Ranges Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam
- Use Specialized Functions MO-201
- Work with Logical Functions MO-201
- Work with Date and Time Functions Appendix C: Microsoft® Excel® 2019 Common Keyboard Shortcuts
- Work with Text Functions

Appendix D: Financial Functions

Appendix E: Working with Graphical Objects

Module 2: Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Appendix F: Using Array Formulas

Module 3: Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Module 4: Visualizing Data with Charts

- Create Charts
 - Modify and Format Charts
 - Use Advanced Chart Features
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Module 5: Using PivotTables and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers

Appendix A: Mapping Course Content to Excel Associate
(Office 365 and Office 2019): Exam

Exams and Certifications

Notes and Annotations

What is Next
