

Microsoft Office 2019 Excel – Intermediate Series

Description

This course will introduce students Microsoft Office Excel Intermediate 2019, Getting Started with Microsoft Office Excel 2019, Performing Calculations, Modifying a Worksheet, Formatting a Worksheet, Printing Workbooks, Managing Workbooks Etc

Who this course is for:

- This mega Microsoft Office Excel bundle is perfect if you're looking to finally get to grips with Excel Basic 2019. Each course goes into depth on how to get the most from each content and will help you become an basic user of Microsoft Excel 2019.

Course Modules:

Module 01: Working with Functions

(Duration: – m)

1. Workbook
2. Course Introduction
3. Topic A: Work with Ranges

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4. Cell and Range Names
5. Names and the Name Box
6. The New Name Dialog Box
7. The Create from Selection Command
8. The Name Manager Dialog Box
9. Naming and Editing Ranges
10. Cell and Range Names in Formulas
11. The Use in Formula Command Method
12. The Formula Auto Complete Method
13. Using Defined Names in a Formula
14. Topic B: Use Specialized Functions
15. The Excel Function Reference
16. Function Syntax
17. Criteria Argument Syntax
18. Locating and Using Specialized Functions
19. Topic C: Work with Logical Functions
20. Logical Values
21. Comparison Operators
22. The IF Function
23. The AND Function
24. The OR Function
25. The NOT Function
26. Working with Logical Functions
27. Nesting
28. Nested Function Syntax
29. Guidelines for Combining Functions
30. Combining Function
31. Topic D: Work with Date and Time Functions
32. The TODAY Function
33. The NOW Function
34. The DATE Function
35. The NETWORKDAYS Function
36. The WEEKDAY Function
37. The WORKDAY Function
38. The ISOWEEKNUM Function
39. Working with Date and Time Functions
40. Topic E: Work with Text Functions
41. The LEFT Function
42. The FIND Function

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43. The RIGHT Function
44. Convert Text to Columns Wizard
45. The MID Function
46. The CONCAT Function
47. Text Concatenation with the Ampersand
48. The UPPER Function
49. The LOWER Function
50. The PROPER Function
51. Working with Text Functions
52. Chapter 01 Review
53. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Working with Lists

(Duration: – m)

1. Workbook
2. Topic A: Sort Data
3. Sorting
4. Multiple Column/Row Sorting
5. Quick Sorts
6. The Sort Dialog Box
7. The Sort Options Dialog Box
8. Sorting Data
9. Topic B: Filter Data
10. Filtering
11. AutoFilters
12. The Custom AutoFilter Dialog Box
13. Advanced Filtering
14. The Criteria Range
15. Filtering Data
16. Topic C: Query Data with Database Functions
17. Database Functions
18. Database Function Syntax
19. Using Database Functions

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20. Topic D: Outline and Subtotal Data
21. Outlines
22. The SUBTOTAL Function
23. The Subtotals Feature
24. The Subtotal Dialog Box
25. Using Subtotals to Summarize Data
26. Review Chapter 02
27. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03: Analyzing Data

(Duration: –m)

1. Workbook
2. Topic A: Create and Modify Tables
3. Tables
4. Table Components
5. The Create Table Dialog Box
6. The Table Tools Design Contextual Tab
7. Table Styles and Quick Styles
8. The New Table Style Dialog Box
9. Quick Analysis
10. Creating and Modifying Tables
11. Using Summary Functions in Table
12. Topic B: Apply Intermediate Conditional Formatting
13. The New Formatting Rule Dialog Box
14. The Conditional Formatting Rules Manager Dialog Box
15. Rule Precedence
16. Applying Intermediate Conditional Formatting
17. Topic C: Apply Advanced Conditional Formatting
18. The Use a Formula to Determine Which Cells to Format Rule
19. Cell References and Conditional Formatting
20. Guidelines for Applying Conditional Formatting to Cells Based on Values in Other Cells
21. Using Logical Functions to Apply Conditional Formatting

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22. Chapter 03 Review

23. Review Quiz (Number of attempts allowed: Unlimited)

Module 04: Visualizing Data with Charts

(Duration: – m)

1. Workbook
2. Topic A: Create Charts
3. Charts
4. Chart Basics
5. Chart Insertion Methods
6. Chart Types
7. Recommended Charts
8. Creating Charts
9. Topic B: Modify and Format Charts
10. Chart Modifications
11. Chart Formatting
12. Chart Elements
13. Guidelines for Modifying Chart Elements
14. The Design Tab
15. The Format Tab
16. The Format Task Pane
17. The Chart Tools Buttons
18. The Select Data Source Dialog Box
19. Modifying and Formatting Charts
20. Topic C: Use Advanced Chart Features
21. Dual-Axis Charts
22. Forecasting
23. Trendlines
24. The Format Trendline Task Pane
25. Creating a Dual-Axis Chart with a Trendline
26. Chart Templates
27. Creating a Chart Template
28. Chapter 04 Review

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29. Review Quiz (Number of attempts allowed: Unlimited)

Module 05: Using PivotTables and PivotCharts

(Duration: -m)

1. Workbook
2. Topic A: Create a PivotTable
3. Pivoting
4. PivotTables
5. Transactional Data
6. The Create Pivot Table Dialog Box
7. The PivotTable Fields Task Pane
8. Creating a PivotTable
9. Topic B: Analyze PivotTable Data
10. Start with Questions, End with Structure
11. The Value Field Settings Dialog Box
12. SUM Function Only
13. Percentage of Total
14. Difference From Option
15. The Analyze Tab
16. The Design Tab
17. The GETPIVOTDATA Function
18. Analyzing PivotTable Data
19. Topic C: Present Data with PivotCharts
20. PivotCharts
21. The PivotChart Fields Task Pane
22. PivotChart Filters
23. Presenting Data with PivotCharts
24. Topic D: Filter Data by Using Timelines and Slicers
25. Slicers
26. The Insert Slicers Dialog Box
27. The Slicer Tools Contextual Tab
28. The Report Connections Dialog Box
29. Timelines

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30. The Insert Timelines Dialog Box
31. The Timeline Tools Contextual Tab
32. Filtering Data by Using Slicers and Timelines
33. Chapter 05 Review
34. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 06: Working with Graphical Objects

(Duration: – m)

1. Workbook
2. Topic A: Insert Graphical Objects
3. Graphical Objects
4. The Insert Picture Dialog Box
5. The Insert Online Pictures Window
6. Shapes
7. Icons
8. 3D Models
9. Screenshots
10. Text Boxes
11. WordArt
12. Topic B: Modify Graphical Objects
13. The Picture Tools Contextual Tab
14. The Image Editor
15. The Drawing Tools Contextual Tab
16. The Graphics Tools Contextual Tab
17. The 3D Model Tools Contextual Tab
18. The Selection Task Pane
19. The Format Task Panes
20. Object Properties
21. Topic C: Work with SmartArt
22. SmartArt Graphics
23. SmartArt Shapes
24. The Choose a SmartArt Graphic Dialog Box
25. The Text Pane

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- 26. The SmartArt Tools Contextual Tab
- 27. Chapter 06 Review
- 28. Review Quiz (**Number of attempts allowed: Unlimited**)

This course includes

- On-demand video
- 6 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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