

Microsoft Excel 2019 Level 2

Duration: One Day

Course Objectives:

After completing this course, students will be able to:

- Using multiple worksheets, workbooks and workspaces
- Working with Financial functions
- Use advanced formatting techniques
- Using the Auditing Tools to track information
- Using charts to display financial data
- Use Templates

Who Should Attend?

This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

Pre-requisite

- Delegates should understand any of the following operating systems: Windows 2000 or above
- Delegates should have a good understanding of Microsoft Excel or alternatively should have attended our Essentials course.

Course Outlines

Module 01: Charting Data

- Creating Sparklines
- Inserting Charts
- Inserting PivotTables
- Inserting PivotCharts
- Using Slicers
- Creating Timelines

Module 02: Inserting Art and Objects

- Inserting SmartArt
- Inserting Text Boxes
- Inserting Pictures
- Inserting Equations
- Drawing Shapes

Module 03: Advanced Formula Tasks

- Understanding Relative and Absolute Cell References

- Using Multiple Cell References
- Using 3D References
- Using Array Formulas

Module 04: Using Advanced Functions

- Using the PMT Function
- Using the FV Function
- Using VLOOKUP and HLOOKUP Functions
- Using IF, AND, OR Functions

Module 05: Outlining and Grouping Data

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals
- Removing Outlining and Grouping