Microsoft Excel 2019 - Intermediate

Course Code: ASKEL9

Course Duration: 2 days (16 hours), 9:00am – 5:00pm

Course Fee: $385.20 (Inc. GST) per participant, SDF grant entitled.

Course Dates: Refer to http://asktraining.com.sg/calendar

Essential Excel Fundamental

- What's New in Excel 2019
- Understanding the Excel Program Screen
- Changing Excel's Default Options
- Customizing the Quick Access Toolbar
- Entering Content Automatically
- Using Paste Options and Paste Special Commands
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules

Introduction to Functions and Formulas

- Overview of Formulas and Cell References
- Entering Formulas
- Absolute and Relative References
- Formulas with Multiple Operators
- Inserting and Editing a Function
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions
- Using Conditional Count, Sum and Average Functions
- Using Lookup Functions
- Using Database Functions

Managing Workbooks and Protections

- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Protecting Workbooks
- Protecting a Workbook Structure
- Protecting Worksheets and Worksheet Elements

Working with Data Ranges

- Creating a Custom AutoFill List
- Creating a Custom Number Format
- Sorting by Multiple Columns and Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Slicers
- Formatting the Table
- Summarizing a Table with a PivotTable
- Converting to a Range

Creating and Working with Charts

- Choosing and Selecting the Source Data
- Using Quick Analysis
- Choosing the Right Chart
- Inserting, Moving, Resizing and Deleting Chart
- Elements of a Chart
- Modifying Chart Data
- Changing Chart Data
- Filtering Chart
- Changing Chart Layout, Style and Colors
- Working with Chart Labels
- Changing Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Changing Chart Type
- Using Sparklines

+65 6484 6723

www.asktraining.com.sg

information@asktraining.com.sg

HQ: 8 Jurong Town Hall Road, #27-01 The JTC Summit, S609434
Branch: 229 Mountbatten Road, #03-43 Mountbatten Square S398007