



**@ASK Training**  
Attitude | Skills | Knowledge

# Microsoft Excel 2019 – Intermediate & Advanced

**Course Code:**

ASK9EA

**Course Duration:**

3 days, 9.00am - 5.00pm

**Course Fee:**

\$520 (\$561.60 Inc. GST) per participant  
No SDF grant

**Course Delivery Mode:**

Face to Face or  
Home Based Learning



## Course Synopsis

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Do you often work with data at work or frequently extract data to create reports to update your leaders? Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations.

You will appear more professional when you present formulated spreadsheets to highlight your key data narratives. 'Microsoft Excel 2019 – Intermediate & Advanced' is a course that suitable for you if you are looking to leverage the more advanced functions and features of Excel to increase your productivity while working with data.

## Course Objectives

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In our 3-day 'Microsoft Excel 2019 – Intermediate & Advanced' course, you will learn how to use advanced functions such as text formulas, lookup functions, understand formula errors, manage names, consolidate, organize and analyze data, create pivot tables and record macros to automate repetitive formatting changes that you need to make to cells in your spreadsheet.



# Course Outline

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## Advanced Formatting

- Considerations in Designing a Spreadsheet
- Working with Cell Styles & Document Themes
- Apply, Create & Manage Conditional Formatting
- Creating a Custom Number Format

## Working with Tables

- Create a Table & Use of Total Row
- Sorting & Filtering a Table
- Formatting the Table
- Converting to a Range

## Advanced Functions and Formulas

- Formulas with Multiple Operators
- Using and Managing Defined Names
- Using Mixed Cell Referencing
- Date and Time Functions
- Using Logical Functions (IF, AND and OR)
- Using Lookup Functions
- Mathematical and Statistical Functions
- Using Financial, Text & Database Functions
- Using 3D Reference within SUM Function

## Validating Data and Auditing Worksheets

- Using Data Validation
- Auditing Tools
- Displaying and Tracing Formulas
- Understanding Formula Errors

## Managing Charts

- Editing, Adding, and Removing Chart Data
- Changing Chart Data
- Change Scales and Display Unit of the Axis
- Add Secondary Axis & Change Series Chart Type
- Changing and Aligning Data Labels and Chart Legend

## Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating & Formatting a PivotTable
- Creating a PivotChart
- Using Slicers between PivotTables

## Analyzing Data

- Creating Scenarios
- Working with Data Tables
- Using Goal Seek
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category

## Managing Templates

## Linking and Importing Data

- Inserting a Hyperlink
- Linking Data & Managing External Links
- Importing Data
- Working with Existing Data Connections

## Working with Macros

- Record, Play & Delete a Macro
- Adding a Macro to the Quick Access Toolbar

## Managing Collaborative Editing

- Working with Comments to Cells
- Tracking Changes
- Protecting Worksheets & Worksheet Elements
- Protecting a Workbook