Microsoft Excel 2019 – Advanced

Course Code:
ASKEA9

TPGateway Course Code:
TGS-2020502873
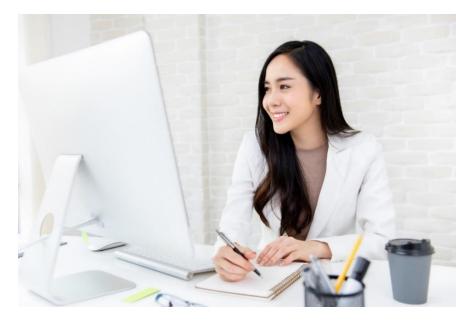
Course Duration:
2 days (16 hours), 9:00am – 5:00pm

Course Fee:
$360 ($392.40 Inc. 9% GST) per participant
SDF grant entitled, $2/hr x 14hrs = $28
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable
Skillsfuture Credit Claimable for Individual
UTAP Claimable ; sign up https://ntuc.co/ask-edm

Course Dates:
https://asktraining.com.sg/course-schedule/

Course Synopsis

Microsoft Excel 2019 – Advanced is designed for the participant who wants to leverage on the Advanced functions and features to improve productivity and enhance your spreadsheets to simplify your daily work activities.

Course Objectives

Upon completion of the 2-day course, you will optimize and realised the great potential of Microsoft Excel. You will learn to:

- **Use and Manage defined Names. Display & trace Formulas and understand Errors**
- **Use Advanced functions in Date, Time, Logical, Text and Lookups**
- **Use Data Validation to control the data being accepted such as controlled text length and drop list.**
- **Create Scenarios, use of Goal Seek & Solver**
- **Group and Outline Data & Using Subtotals**
- **Consolidate Data by Position or Category, and Use Formulas**
- **Use and format of PivotTable, PivotChart and Slicers**
- **Record, play and delete a Macro. Adding a Macro to the Quick Access Toolbar**

Course Outline

Advanced Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Financial Functions (PMT)
- Using Logical Functions (IF, AND, OR, Nested IFs)
- Using Lookup Functions (VLOOKUP, HLOOKUP, MATCH & etc)
- Using Text Functions (CONCATENATE, UPPER, LEFT & etc)
- Using Date & Time Functions

Working with Data Ranges

- Creating a Custom AutoFill List
- Applying Conditional Formatting
- Create & Manage Conditional Formatting Rules
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using Advanced Filter
- Using Data Validation

Organizing and Analyzing Data

- Working with Scenarios & Creating a Scenario Summary Report
- Working with Data Tables
- Using Goal Seek & Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing a Workbook
- Track changes
- Compare and Merge Workbooks

Working with PivotTables

- Create and Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Using Multiple PivotTable Fields
- Filtering & Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Update & Format a PivotTable
- Create a PivotChart
- Using Slicers & Sharing Slicers Between PivotTables

Working with the Web and External Data

- Inserting a Hyperlink
- Importing Data from a Text File and an Access Database
- Importing Data from the Web Working with Existing Data Connections

Working with Macros

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar