



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

# Microsoft Excel 2019 – Intermediate

**Course Code:**

ASKEL9

**TPGateway Course Code:**

TGS-2020502872

**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

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 be more confident when you present formulated spreadsheets to highlight your key data narratives. This course is suitable for you if you are looking to explore more advanced features of Excel to increase your productivity while working with data.

## Course Objectives

Upon completion of the 2 days course, you will be ready to move on to the next level of Microsoft Excel. You will learn to:

- Use Paste Options and Paste Special Commands
- Create and Manage Conditional Formatting
- Use Functions such as IF, AND and OR, Nested IF and Vlookup Functions
- Use of Database Functions such as DSUM()
- Learn the Protection of Workbook, Worksheet & Element
- Create a Custom AutoFill List and Custom Number Format
- Sort by Multiple Columns, Custom List and use of Advanced Filter
- Work with Tables and Total Row, remove Duplicate Rows of Data
- Introduction to basic use of PivotTable
- Creating and Working with Charts

# Course Outline

## 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 (Vlookup)
- 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