Microsoft Excel 2019 Advanced

Duration: 1 Day

This course has been designed for regular Excel users who would like a better understanding of the analysis tools available and some advanced functions.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Review

- Conditional formatting
- Absolute references
- Named ranges
- Statistical functions
- Using the function wizard
- Adding buttons to the Quick Access Toolbar

Logical Functions

- Basic If functions
- Nested If functions
- And, Or, Not functions

Lookup Functions

- VLookup
- HLookup
- Nesting VLookups with If statements

Data Validation

- Setting up validation for inputs
- Using data validation
- Using data validation to test existing data
- Creating a drop down list

Pivot Tables

- Creating and using pivot tables
- Formatting pivot tables
- Creating pivot charts
- Formatting pivot charts
- Slicers
- Timelines
- Recommended pivot tables

Templates

- Creating a template
- Where to store a template
- How to access a template
- Editing and deleting templates

Macros
- Creating a basic macro
- Storing a macro
- Running macros from toolbar buttons
- Relative vs absolute macros
- Managing Macros
- Managing the personal macro workbook