

Excel 2019 Level 3 – Advanced. Versions 2013, 2016, 2019, Office 365, & Online are available.

Description

Excel 2019 Level 3 – Advanced

Excel 2019 Level 3 – Advanced. Versions 2013, 2016, 2019, Office 365, & Online are also available. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel 2019 Level 3.

Course Outline

Lesson 1 – Importing & Exporting Data

- Importing External Data into Excel
- Importing Text Data into Excel
- Converting Text to Columns
- Removing Duplicate Rows of Data
- Importing Data from a Database
- Linking to Another File
- Linking & Embedding Objects
- Exporting Data from Excel
- Publishing Worksheets & Workbooks to the Web
- Creating Web Queries

Lesson 2 – Formatting Numbers

- Creating Custom Number Formats
- Using Conditional Formatting
- Applying Conditional Formatting Based on Top/Bottom Rules
- Applying Specialized Conditional Formatting
- Creating Your Own Formatting Rules
- Managing Conditional Formatting
- Clearing Conditional Formatting

Lesson 3 – Working with Ranges

- Naming a Range
- Using a Named Range
- Managing Range Names
- Using the Vlookup Function

Lesson 4 – Working with Macros

- Creating a Macro
- Running a Macro
- Editing a Macro
- Saving a Workbook with Macros
- Opening a Workbook with Macros
- Adding a Macro to the Quick Access Toolbar

Lesson 5 – Data Analysis Tools

- Tracing Formula Precedents
- Tracing Cell Dependents
- How to Trace and Fix Errors
- Error Checking a Worksheet
- Creating a PivotTable
- Rearranging a PivotTable
- Setting PivotTable Options
- Formatting a PivotTable
- Filtering PivotTable Data with Slicers
- Filtering PivotTable Data Inline
- Creating Custom Filters
- Filtering PivotTable Data Using Timeline
- Creating a PivotTable

Lesson 6 – Summarizing Data

- Adding SubTotals to a List
- Nesting SubTotals
- Applying Advanced Filters
- Adding Group and Outline Criteria to Ranges
- Using Data Validation
- Previewing Data Using Quick Analysis

Lesson 7 – Analyzing Your Data

- Using Goal Seek
- Using Solver
- Creating & Displaying Scenarios
- Using Data Tables
- Forecasting Future Values

Lesson 8 – Workgroup Collaboration

- Locking/Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Showing or Hiding Formulas
- Protecting a Workbook

- Encrypting a Workbook
- Marking a Workbook as Final
- Inspecting Workbooks
- Checking Document Compatibility
- Checking Document Accessibility
- Sharing & Co-Authoring an Excel Workbook

Do not hesitate to [Contact Us](#) or Live Chat if you have questions or concerns about Excel 2019 Level 3 – Advanced.

PRODUCT TYPE

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PRODUCT CAT

- Excel
- Microsoft 365 & Office Skills and Training

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