Microsoft® Office Excel 2019: Level 3

Training Course Content

Course Objectives: Students will automate Excel tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

Prerequisites: To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses. Contact us to discuss if this level is right for you.

What's New in 2019: Learn new ways to link data to recently used webpages and files. Share and collaborate workbooks easier with the different sharing options. Learn how to use the new Forecast Sheet data tool, Map data, and other features to make your workload easier.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro
Topic 1B: Edit a Macro
Topic 1C: Combine Macros
Topic 1D: Intro to VBA Code
Topic 1E: Options to Run a Macro

Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook
Topic 2B: Restrict Document Access
Topic 2C: Share a Workbook
Topic 2D: Track Changes: Apply and Review
Topic 2E: Merge Workbooks

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Formulas and Error Options
Topic 3D: The Watch Window
Topic 3E: Remove Duplicates

Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting
Topic 4B: Create Sparklines
Topic 4C: Perform What-If Analysis
Topic 4D: Solver Add-In
Topic 4E: Forecast Data Trends
Topic 4F: Map Data

Lesson 5: Managing Data

Topic 5A: Create a Data List Outline
Topic 5B: Consolidate Data
Topic 5C: Data Validation
Topic 5D: Convert Text to Columns
Topic 5E: Link Cells in Different Workbooks

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data
Topic 6B: Import a Text or CSV File
Topic 6C: Import Data from the Web