

## Microsoft Excel 2019 for Advanced Users (E19F)

**ID E19F** Price 890.— €(excl. tax) Duration 2 days

This text was automatically translated. Please click [here](#) to read the original German version.

### Course Overview

Use names and special functions, create professional charts, perform complex analyses using pivot tables and Microsoft Query queries, and much more: With the help of this book, you will learn how to analyze and visualize your data quickly and professionally. The advanced Excel techniques required for this are explained in an easy-to-understand manner using concrete practical examples with many visualizations.

- Use names and table ranges
- Use special functions (e.g. IF and VERWEIS)
- Perform time calculations
- Create professional diagrams
- Combine and consolidate data
- Working with Pivot Tables
- Import or export data
- Creating Power Query Queries

Tailored to the learning topics in "Excel 2019 - Advanced course compact", with BuchPlus you receive a comprehensive, digital media package with learning videos, accompanying files, knowledge tests, further exercises, supplementary learning content and quick overviews of the most important commands.

### Course Content

- 1 Names
- 2 Using special functions
- 3 Perform time calculations
- 4 Edit diagrams individually
- 5 Working professionally with diagrams
- 6 Combine and consolidate data
- 7 Create Pivot Tables
- 8 Import or export data
- 9 Creating Queries with Power Query
- 10 Special design options
- 11 Table areas
- 12 Set up Excel individually

### Detailed Course Outline

#### 1 Names

- 1.1 Basic knowledge of names
- 1.2 Set names
- 1.3 Insert names in formulas
- 1.4 Useful techniques when using names
- 1.5 Manage names
- 1.6 Exercise
- 

#### 2 Using special functions

- 2.1 Creating nested functions
- 2.2 Working with the What-If Function
- 2.3 Using Nested What-If Functions
- 2.4 Use of the WENNS function
- 2.5 SVERWEIS und WVERWEIS
- 2.6 Useful mathematical functions
- 2.7 Exercises

#### 3 Perform time calculations

- 3.1 Basic knowledge of time calculations
- 3.2 Working with date and time functions
- 3.3 Practical applications
- 3.4 Exercise

#### 4 Edit diagrams individually

- 4.1 Basic knowledge of diagram editing
- 4.2 Selecting and editing diagram elements
- 4.3 Formatting diagram elements
- 4.4 Labeling diagrams
- 4.5 Labeling data series or data points
- 4.6 Change content/formatting of labels
- 4.7 Changing the diagram display or structure
- 4.8 Printing diagrams
- 4.9 Exercise

#### 5 Working professionally with diagrams

- 5.1 Formatting the label of the value axis
- 5.2 Changing the division of the value axis
- 5.3 Format category axis

- 5.4 Show secondary axis
- 5.5 Show trend lines
- 5.6 Display error indicators for data series
- 5.7 Diagram templates
- 5.8 Exercise

## 6 Combine and consolidate data

- 6.1 Combining data
- 6.2 Basic knowledge of table consolidation
- 6.3 Consolidate data with formulas
- 6.4 Consolidate data by position
- 6.5 Consolidate data by heading
- 6.6 Edit consolidation results
- 6.7 Exercise

## 7 Create Pivot Tables

- 7.1 Basic knowledge of pivot tables
- 7.2 Create recommended pivot table from Excel data
- 7.3 Creating an individual pivot table from Excel data
- 7.4 Changing calculations in the value range
- 7.5 Using predefined report layouts and formats
- 7.6 Filtering data of a pivot table
- 7.7 Filtering Pivot Table Data Using Timelines
- 7.8 Create Pivot Table from External Data Source
- 7.9 Exercise

## 8 Importing or exporting data

- 8.1 Access-Daten importieren
- 8.2 Import text files
- 8.3 Importing other foreign formats
- 8.4 Exporting Excel data
- 8.5 Exercise

## 9 Creating Queries with Power Query

- 9.1 Basic knowledge Power Query
- 9.2 Creating Queries with Power Query
- 9.3 Update or delete queries
- 9.4 Edit queries
- 9.5 Editing Query Criteria in the Power Query Editor
- 9.6 Create/add queries from multiple database tables
- 9.7 Exercise

## 10 Special design options

- 10.1 Basic knowledge of conditional formatting
- 10.2 Formatting cells depending on conditions
- 10.3 Displaying value distribution with conditional formatting
- 10.4 Basic knowledge of format templates
- 10.5 Working with style sheets

- 10.6 User-defined number formats
- 10.7 Formatcodes
- 10.8 Data check during input
- 10.9 Exercises

## 11 Table areas

- 11.1 Basic knowledge of table areas
- 11.2 Converting lists into table areas
- 11.3 Editing table areas
- 11.4 Sorting and evaluating table areas
- 11.5 Filtering table areas with data sections
- 11.6 Exercise

## 12 Set up Excel individually

- 12.1 Customizing the toolbar for access
- 12.2 Customizing the ribbon
- 12.3 Set other default working folder
- 12.4 Using document properties
- 12.5 Working with custom views
- 12.6 Exercise

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

## Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

## Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

## Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



**Worldwide Presence**  
with high-end training centers  
around the globe



**Multiple Awards**  
from vendors such as AWS,  
Microsoft, Cisco, Google, NetApp,  
VMware



**Experienced SMEs**  
with over 19.000 combined  
certifications

### Germany

**Fast Lane Institute for Knowledge  
Transfer GmbH**  
Tel. +49 40 25334610  
info@flane.de / www.flane.de

### Austria

**ITLS GmbH**  
(Partner of Fast Lane)  
Tel. +43 1 6000 8800  
info@itls.at / www.itls.at

### Switzerland

**Fast Lane Institute for Knowledge  
Transfer (Switzerland) AG**  
Tel. +41 44 8325080  
info@flane.ch / www.flane.ch