Microsoft Excel 2019 for Advanced Users (E19F)

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

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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
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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

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