



# Microsoft® Excel 365/2021/2019

## Level 2

### Course Description:

In Microsoft Office Excel 2019 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2019 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to use tables, charts, graphics, and formulas using Microsoft Office Excel 2019.

### Upon successful completion of this course, students will be able to:

- Calculate with advanced formulas
- Create Excel tables
- Create and use named ranges
- Create formulas that reference other worksheets or workbooks
- Manage worksheets
- Create and modify charts

**Prerequisite:** Excel Level 1 or comparable Excel experience.

### Course Outline

#### Data Entry Tips and Tricks

- Increase data entry speed

#### Use Grouping and Outlining

#### Create Excel Tables

- Create an Excel Table
- Applying Table styles
- Create a table using Quick Analysis
- Auto-fill of inserted formulas
- Dynamic heading row locking
- Automatic dynamic range naming
- New formula cell declarations

#### Named Ranges

- Create named ranges
- Add, edit, remove named ranges
- Use named ranges in formulas

#### Advanced Fill Series Techniques

- AutoFill Plain Tables
- Flash Fill

#### Create and Manage Links

- Link worksheets
- Link workbooks
- Manage workbook links
- Create/Redirect/Break links

#### Manage Sheets Between Workbooks

- Move sheets between workbooks
- Copy sheets between workbooks

#### Charts and Graphs

- Insert charts using Recommended Chart feature
- Insert charts using Quick Analysis
- Customize chart features
- Showing trends with Sparklines
- New chart types: Waterfall, Combo