

Microsoft Office Excel 2019: Part 2

Course Overview

This course will teach students about working with functions, working with lists, analyzing data, visualizing data with charts, using PivotTables and PivotCharts, working with graphical objects, and using array formulas.

Course Introduction

3m

Chapter 01 - Working with Functions

1h 6m

Topic A: Work with Ranges

Cell and Range Names

Names and the Name Box

The New Name Dialog Box

The Create from Selection Command

The Name Manager Dialog Box

Demo - Naming and Editing Ranges

Cell and Range Names in Formulas

The Use in Formula Command Method

The Formula AutoComplete Method

Demo - Using Defined Names in a Formula

Topic B: Use Specialized Functions

The Excel Function Reference

Function Syntax

Criteria Argument Syntax

Demo - Locating and Using Specialized Functions

Topic C: Work with Logical Functions

Logical Values

Comparison Operators

The IF Function

The AND Function

The OR Function

The NOT Function

Demo - Working with Logical Functions

Nesting

Nested Function Syntax

Guidelines for Combining Functions

Demo - Combining Functions

Topic D: Work with Date and Time Functions

The TODAY Function

The NOW Function

The DATE Function

The NETWORKDAYS Function

The WEEKDAY Function

The WORKDAY Function

The ISOWEEKNUM Function
Demo - Working with Date and Time Functions
Topic E: Work with Text Functions
The LEFT Function
The FIND Function
The RIGHT Function
Convert Text to Columns Wizard
The MID Function
The CONCAT Function
Text Concatenation with the Ampersand
The UPPER Function
The LOWER Function
The PROPER Function
Demo - Working with Text Functions
Chapter 01 Review

Chapter 02 - Working with Lists

33m

Topic A: Sort Data
Sorting
Multiple Column/Row Sorting
Quick Sorts
The Sort Dialog Box
The Sort Options Dialog Box
Demo - Sorting Data
Topic B: Filter Data
Filtering
AutoFilters
The Custom AutoFilter Dialog Box
Advanced Filtering
The Criteria Range
Demo - Filtering Data
Topic C: Query Data with Database Functions
Database Functions
Database Function Syntax
Demo - Using Database Functions
Topic D: Outline and Subtotal Data
Outlines
The SUBTOTAL Function
The Subtotals Feature
The Subtotal Dialog Box
Demo - Using Subtotals to Summarize Data
Chapter 02 Review

Chapter 03 - Analyzing Data

32m

Topic A: Create and Modify Tables
Tables
Table Components
The Create Table Dialog Box
The Table Tools Design Contextual Tab
Table Styles and Quick Styles

The New Table Style Dialog Box
Quick Analysis
Demo - Creating and Modifying Tables
Demo - Using Summary Functions in Tables
Topic B: Apply Intermediate Conditional Formatting
The New Formatting Rule Dialog Box
The Conditional Formatting Rules Manager Dialog Box
Rule Precedence
Demo - Applying Intermediate Conditional Formatting
Topic C: Apply Advanced Conditional Formatting
The Use a Formula to Determine Which Cells to Format Rule
Cell References and Conditional Formatting
Guidelines for Applying Conditional Formatting to Cells Based on Values in Other Cells
Demo - Using Logical Functions to Apply Conditional Formatting
Chapter 03 Review

Chapter 04 - Visualizing Data with Charts

37m

Topic A: Create Charts
Charts
Chart Basics
Chart Insertion Methods
Chart Types
Recommended Charts
Demo - Creating Charts
Topic B: Modify and Format Charts
Chart Modifications
Chart Formatting
Chart Elements
Guidelines for Modifying Chart Elements
The Design Tab
The Format Tab
The Format Task Pane
The Chart Tools Buttons
The Select Data Source Dialog Box
Demo - Modifying and Formatting Charts
Topic C: Use Advanced Chart Features
Dual-Axis Charts
Forecasting
Trendlines
The Format Trendline Task Pane
Demo - Creating a Dual-Axis Chart with a Trendline
Chart Templates
Demo - Creating a Chart Template
Chapter 04 Review

Chapter 05 - Using PivotTables and PivotCharts

39m

Topic A: Create a PivotTable
Pivoting
PivotTables
Transactional Data

The Create PivotTable Dialog Box
The PivotTable Fields Task Pane
Demo - Creating a PivotTable
Topic B: Analyze PivotTable Data
Start with Questions, End with Structure
The Value Field Settings Dialog Box
SUM Function Only
Percentage of Total
Difference From Option
The Analyze Tab
The Design Tab
The GETPIVOTDATA Function
Demo - Analyzing PivotTable Data
Topic C: Present Data with PivotCharts
PivotCharts
The PivotChart Fields Task Pane
PivotChart Filters
Demo - Presenting Data with PivotCharts
Topic D: Filter Data by Using Timelines and Slicers
Slicers
The Insert Slicers Dialog Box
The Slicer Tools Contextual Tab
The Report Connections Dialog Box
Timelines
The Insert Timelines Dialog Box
The Timeline Tools Contextual Tab
Demo - Filtering Data by Using Slicers and Timelines
Chapter 05 Review

Chapter 06 - Working with Graphical Objects

15m

Topic A: Insert Graphical Objects
Graphical Objects
The Insert Picture Dialog Box
The Insert Online Pictures Window
Shapes
Icons
3D Models
Screenshots
Text Boxes
WordArt
Topic B: Modify Graphical Objects
The Picture Tools Contextual Tab
The Image Editor
The Drawing Tools Contextual Tab
The Graphics Tools Contextual Tab
The 3D Model Tools Contextual Tab
The Selection Task Pane
The Format Task Panes
Object Properties
Topic C: Work with SmartArt

SmartArt Graphics
SmartArt Shapes
The Choose a SmartArt Graphic Dialog Box
The Text Pane
The SmartArt Tools Contextual Tab
Chapter 06 Review

Chapter 07 - Using Array Formulas

17m

Topic A: Use Array Formulas
Arrays
Array Formulas
Single-Cell Array Formula
Array Constants
Array Formula Syntax
Array Formula with Data Ranges
Array Formula Rules
Demo - Using Array Formulas
Chapter 07 Review
Course Closure

Total Duration: 4h 2m