

Module Title : Microsoft Excel 2019 (Advanced)

Duration : 1 day

Outline

Module 1: Managing Data

- Consolidating Information
- Configuring Data Validation
- Converting Text to Columns
- Using Flash Fill

Module 2: Outlining and Grouping Data

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals
- Removing Outlining and Grouping

Module 3: Data Visualization

- Understand Types of Charts
- Creating Treemap Chart
- Creating Waterfall Chart
- Creating Map Chart
- Creating Funnel Chart

Module 4: Analyzing Data (I)

- Using Goal Seek
- Using Data Tables
- Using Solver

Module 5: Analyzing Data (II)

- Analysis on Stocks Data Type
- Analysis on Geography Data Types
- Using Ideas

Module 6: PivotTable Features

- Creating a Basic PivotTable
- Creating a Basic PivotChart

- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data
- Using Slicers
- Creating Timelines