Microsoft Excel 2019 Level 2

You already know how to use Excel to perform simple calculations and tasks, but Excel is capable of doing so much more. Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users.

Who Should Take This Course?

You will benefit most from this course if you want to use Microsoft Excel 2019 to perform real-world tasks, such as rearranging and presenting complex data. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019.

Course Objectives

- Managing workbooks, and customizing the Excel environment
- Using named ranges in formulas
- Sorting data in tables
- Using filtering features in tables
- Validating data in tables
- Transposing rows and columns in tables
- Consolidating data from more than one range or workbook
- Using subtotals
- Using PivotTables to summarize and rearrange large amounts of data in a list
- Using PivotCharts to present data
- Using conditional formatting to format data when it meets a condition
- Creating custom number and date formats
- Inserting and manipulating graphics
- Using special chart features
- Inserting sparklines to take snapshots of data
- Using Quick Access features to conveniently analyze data
- Using permissions to control access to and prevent changes in your workbooks
- Sharing features, such as comments and change tracking

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Excel Level 1

Course Content

Managing Worksheets
- Inserting and deleting one or more worksheets
- Rearranging worksheets by moving or copying them either within or between workbooks
- Renaming worksheets, changing their tab color and hiding worksheets
- Referring to cells and ranges in another workbook

Customizing Excel
- Customizing the Quick Access toolbar
- Customizing the ribbon, including adding tabs and groups

Using Names in Formulas
- Assigning a name to a range
- Using a name instead of a reference in a formula
- Using a name for a formula value
- Creating names from the labels in a selected range
- Applying names to references in selected formulas

Sorting
- Sorting the rows in a range by putting a single column in alphabetical, numeric or chronological order
- Sorting the rows in a range by more than one column of values

Filtering Tables
- Creating an Excel table, and understanding its features and uses
- Using AutoFilter to quickly show only certain table data
- Creating advanced criteria for filtering tables in a very focused way
- Removing duplicate values from a table

Validation
- Setting up simple data validation rules
- Creating a validation list

Transposing Data
- Using a pasting option to transpose rows and columns in a range

Consolidation
- Consolidating data from several ranges into a single list
- Consolidating links back to the source data

Subtotals
- Inserting subtotals in a list of data
- Managing and copying subtotal data

Creating and Formatting PivotTables
- Creating a PivotTable, and viewing its underlying data
- Controlling PivotTable options and value field formats
- Examining underlying PivotTable data

Manipulating PivotTables
- Filtering and slicing PivotTables to show subsets of their data
- Manipulating field settings to use different functions

- Grouping data within a field
- Using GETPIVOTDATA to return information from a PivotTable

PivotCharts
- Creating PivotCharts
- Manipulating PivotCharts to analyze data

Conditional Formats
- Using built-in rules to conditionally format cells and ranges
- Using data bars and icon sets to graphically represent conditional formatting
- Using the rule manager to create conditional formats
- Creating conditional formatting based on formulas

Custom Formats
- Customizing number formats to control digits shown, decimal places and how zeros and negative numbers appear
- Customizing data and time formats
- Symbols you can use in custom accounting formats

Graphics
- Inserting a picture, clip art, shape or word art in a workbook
- Adjusting graphic properties
- Moving, sizing or rotating graphics
- Using SmartArt to create functional, dynamic illustrations, such as organizational or process charts

Special Chart Types
- Applying a trendline to a chart
- Combining two different sets of data in a single chart by using a trendline
- Creating and using chart templates to quickly format charts

Sparklines
- Inserting and formatting a sparkline

Quick Analysis
- Using Quick Analysis options to apply conditional formats, create charts and analyze data in a selected range

Permissions
- Protecting a workbook, so only those with a password can open it
- Locking cells in a workbook, and then protecting it to prevent certain cells and ranges from being edited
- Protecting the structure of a workbook

Comments
- Inserting, viewing, editing and deleting comments in a workbook

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online.](#)

*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.