

COURSE OVERVIEW

Course Name:
Microsoft Excel 2019:
Advanced Formulas

COURSE DURATION: 2 Days

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. Excel is capable of doing so much more. The ability to collaborate with colleagues and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips.

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to collaborate on workbooks with other users and use advanced functions.

You will

- Work with multiple worksheets and workbooks.
- Work with logical, lookup, text, date and time functions.
- Share and protect workbooks.
- Determine potential outcomes using data tables.

COURSE OUTLINE

Lesson 1: Working with Multiple Worksheets and Workbooks

- Topic A: Use Links and External References
- Topic B: Use 3-D References
- Topic C: Consolidate Data

Lesson 2: Working with Functions

- Topic A: Work with Ranges
- Topic B: Use Specialized Functions
- Topic C: Work with Logical Functions
- Topic D: Work with Date and Time Functions
- Topic E: Work with Text Functions

Lesson 3: Using Lookup Functions and Formula Auditing

- Topic A: Use Lookup Functions
- Topic B: Trace Cells
- Topic C: Watch and Evaluate Formulas

Lesson 4: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

Lesson 5: Forecasting Data

- Topic A: Determine Potential Outcomes Using Data Tables
- Topic B: Use the Goal Seek Feature

Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201

Appendix C: Microsoft Office Excel 2019 Common Keyboard Shortcuts

Appendix D: Financial Functions

Appendix E: Using Array Formulas