



Microsoft Excel 2019

Level 2: Excel Data Management and Collaboration Course Outline

Welcome

Welcome to your Microsoft Excel 2019 course and thank you for choosing to study with Skills Campus.

You will receive a digital copy of your study material, which will come in a ZIP file. Most operating systems have built-in software that will open this automatically. If your system does not open the file, you can easily open this file by downloading any free zip software.

Skills Campus' Learning Management Platform is powered by uCertify.

Course Objective

This course will teach you how to manage worksheets and workbooks; data cells and ranges; and tables, table data, and charts; and perform operations using formulas and functions. The content provides you the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually.

This level has a range of topics over 8 modules that are accompanied by quizzes, flashcards, hands-on labs, and video tutorials.

All three levels map the objectives to successfully complete the exam for the Microsoft certification. Upon completion of all 3 levels of Microsoft courses with Skills Campus, you can gain the required skillset to go for the Microsoft MO-200 Exam, which leads to becoming certified with the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) certification.

Syllabus

Module 1: Managing workbooks

Module 2: Named ranges

Module 3: Tables

Module 4: Summarizing data

Module 5: PivotTables

Module 6: Presentation features

Module 7: Advanced charts

Module 8: Collaboration

Level 2: Excel Data Management and Collaboration

After you complete this level, you will know:

- How to manage workbooks and customize the Excel environment
- How to use named ranges in formulas
- About Excel tables and how to sort data, use filtering features, use structured references, validate data, and transpose rows and columns
- How to consolidate data from more than one range or workbook, and how to use subtotals
- How to use PivotTables to summarize and rearrange large amounts of data in a list, and how to use PivotCharts to present such data
- How to use conditional formatting to format data when it meets a condition, how to create custom number and date formats, and how to insert and manipulate graphics
- How to use special chart features, how to insert sparklines to take snapshots of data, and how to use Quick Access features to conveniently analyze data
- How to use permissions to control access to and prevent changes in your workbooks, and about sharing features, such as comments and change tracking

Module 1: Managing workbooks

- A: Managing worksheets
- B: Customizing Excel
- Summary

Module 2: Named ranges

- A: Using names in formulas
- Summary

Module 3: Tables

- A: Sorting
- B: Filtering tables
- C: Structured references
- D: Validation
- E: Transposing data
- Summary

Module 4: Summarizing data

- A: Consolidation
- B: Subtotals
- Summary

Module 5: PivotTables

- A: Creating and formatting PivotTables
- B: Manipulating PivotTables
- C: Pivot Charts
- Summary

Module 6: Presentation features

- A: Conditional formats
- B: Custom Formats
- C: Graphics
- Summary

Module 7: Advanced charts

- A: Special chart types
- B: Sparklines
- C: Quick Analysis
- Summary

Module 8: Collaboration

- A: Permissions
- B: Shared workbooks
- Summary