

Intermediate Microsoft Excel 2019 (MOC 55269AC)

Duration : 1 Days

Course Content

This Intermediate Microsoft Excel 2019 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles..

Course Objectives

After completing this course, students will be able to:

- Use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Work with tables.
- Use conditional formatting and styles

Who Should Attend

This course is intended for students who have basic skills with Microsoft Excel 2019 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2019 interface.

Course Outline

Module 1: Advanced Formulas

Module 2: Working with Lists

Module 3: Working with Illustrations

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Module 4: Visualizing Your Data

Module 5: Working with Tables

Module 6: Advanced Formatting

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