

# Advanced Microsoft Excel 2019 (MOC 55270AC)

Duration : 1 Days

## Course Content

This Advanced Microsoft Excel 2019 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

## Course Objectives

After completing this course, students will be able to:

- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.

## Who Should Attend

Students who have intermediate skills with Microsoft Excel 2019 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2019 interface.

## Course Outline

Module 1: Using Pivot Tables

Module 2: Auditing Worksheets

Module 3: Data Tools

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Module 4: Working with Others

Module 5: Recording and Using Macros

Module 6: Random Useful Items

Module 7: Cloud

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