Advanced Excel (Office 2019)

Manage worksheets and workbooks

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

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Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formatsConfigure print settings
- Inspect workbooks for issues

Manage data cells and ranges

Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

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Define and reference named ranges

- Define a named range
- Name a table

Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting
-

Manage tables and table data

Create and format tables

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify tables
- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and sort table data

- Filter records
- Sort data by multiple columns

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Perform operations by using formulas and functions

Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and transform datas

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts

Create charts

- Create charts
- Create chart sheets

Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility

PIVOT TABLES
- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range

PIVOT CHARTS
- Creating Pivot Charts
- Types of Pivot Charts and their Usage

WHAT IF ANALYSIS
- Scenario Manager
- Goal Seek
- Data Table
- Subtotal
- Remove Duplicates