

# Excel 2019/365

## *Advanced Course Manual Outline*

### **Objectives:**

This course assumes a good basic understanding of Excel to an intermediate level. It includes Importing and Exporting of Data, Conditional Formatting, Auditing, What-If Analysis, working with Charts, Pivot tables and Pivot charts as well working with Graphics.

### **Content**

#### **Lesson 1: Importing and Exporting data**

Often data is imported in a format that we then need to manipulate until it is usable in Excel. In this lesson you will learn how to quickly work with imported data and how to export data into different file format.

#### **Lesson 2: Conditional and Custom Formatting**

This lesson introduces advanced formatting techniques. Conditional formatting checks the value of a cell against a set condition. If the condition is met the format of the cell will change. You create the format of your choice when you create the condition. Learning how to customise number formats will allow you to enhance the default format settings in Excel.

#### **Lesson 3: Auditing**

This lesson introduces auditing. Often it is difficult to identify why formulas and functions are returning errors. The auditing tools assist with locating cells that provide data to a formula and cells that are dependent on data from other cells.

#### **Lesson 4: What-If Analysis**

This lesson shows you how to use the Scenario Manager, Data tables to construct sensitivity analysis, as well as Goal seek to obtain a desired result. The Scenario Manager allows you to store different values for a cell or cells in a worksheet, and to construct a report based on these different values. Data tables allow you to create a sensitivity analysis as the tables provide results from one or more formulas based on one or two ranges or values. Goal Seek is a means to solving a problem whereby you provide the answer that you require, and Excel then calculates backwards to give you the numbers you should have had in the first place to obtain the desired result.

#### **Lesson 5: Using Charts**

This lesson shows you how to use charts in Excel. Charting data immediately gives a visual interpretation, making it much easier for comparisons and trends to be seen. For example, where daily sales have been captured in a table, a chart can quickly display this information so that the most and least successful days are easily observed.

#### **Lesson 6: Pivot Tables and Charts**

A pivot table or chart allows you to summarise large amounts of data in an interactive manner. Once you have created a pivot table or chart, you can adjust the filtering and summarising features to enable you to view the data in numerous ways.

