



# Microsoft Excel Level 4

Course EXL19-4      1 Day    Instructor-led, Hands on

## Introduction

Students will learn advanced features of pivot tables, functions, charts, macros, and will also round out their knowledge of Microsoft Excel.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

## At Course Completion

Upon successful completion of this course, students will be able to:

- Build custom date number formats for their cells
- Use conditional aggregate functions
- Use financial and array function
- Manipulate data in Excel
- Custom data separations
- Utilize different ways to paste data
- Use data validation with Lookups
- Advanced pivot tables
- Create a pivot table from a table
- Group and ungroup dates
- Format pivot tables
- Drill down into your data
- Adding calculated fields to pivot tables
- Using slicers
- Work with advanced macros
- Recording macros
- Examining and changing VBA code
- Insert a button for your macro
- Analyze data through statistical functions
- Use statistical functions
- Advanced charts

## Prerequisites

For this course, you should have the equivalent knowledge of the first three courses in the Microsoft Excel series, Levels one, two, and three. This involves your knowing how to build Excel files, enter formulas both for basic and complex calculations, format Excel files,

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sort and filter data, build charts, record macros, and run data analysis tools, such as pivot tables

## **Course Outline**

### **Module 1: Advanced Formats and Functions**

- Building Custom Date and Number Formats
- Using Conditional Aggregate Functions
- Using Financial Functions
- Using Array Functions

### **Module 2: Manipulating Data**

- Custom Data Separations
- Utilize Different Ways to Paste Data
- Use Data Validation with Lookups

### **Module 3: Advanced Pivot Tables**

- Create a PivotTable from a Table
- Group and Ungroup Dates
- Format Pivot Tables
- Update Pivot Table Information
- Drill down into the PivotTable
- Add Calculated Fields to Pivot Tables
- Use Slicers

### **Module 4: Working with Advanced Macros**

- Record Macros
- Examine VBA Code
- Change VBA Code
- Copy an existing macro
- Add button controls

### **Module 5: Using Statistical Functions**

- Using RANK Functions
- Using Standard Deviation Functions
- Using other Deviation Functions

### **Module 6: Advanced Charts**

- Creating a chart style
- Adjusting data ranges
- Saving chart templates
- Using chart templates

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