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MICROSOFT

Microsoft Excel 2019 Level 2

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Our 1 day Excel 2019 Level 2 course builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2019. Participants will learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

Course Objectives

By the end of this course, participants will know:

- How to manage workbooks and customize the Excel environment
- How to use named ranges in formulas
- About Excel tables and how to sort data
- How to use PivotTables
- How to use conditional formatting
- How to use special chart features
- How to use permissions to control access to and prevent changes in your workbooks

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.



PhoenixTS

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

Program Level

Intermediate

Training Delivery Methods

Group Live

Duration

1 Days / 8 hours Training

CPE credits

6 NASBA CPE Credits

Field of Study

Information Technology

Advanced Prep

N/A

Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200
- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class. Online enrolment closes three days before course start date. On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.



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Complaint Resolution Policy

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Refunds and Cancellations

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Course Outline

Chapter 1: Managing workbooks

- Module A: Managing worksheets
- Module B: Customizing Excel

Chapter 2: Named ranges

- Module A: Using names in formulas

Chapter 3: Tables

- Module A: Sorting
- Module B: Filtering tables
- Module C: Structured references
- Module D: Validation
- Module E: Transposing data

Chapter 4: Summarizing data

- Module A: Consolidation
- Module B: Subtotals

Chapter 5: PivotTables

- Module A: Creating and formatting PivotTables

- Module B: Manipulating PivotTables
- Module C: PivotCharts

Chapter 6: Presentation features

- Module A: Conditional formats
- Module B: Custom Formats
- Module C: Graphics

Chapter 7: Advanced charts

- Module A: Special chart types
- Module B: Sparklines
- Module C: Quick Analysis

Chapter 8: Collaboration

- Module A: Permissions
- Module B: Shared workbook

Exam Information

If participants intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.

Microsoft Excel 2019 Level 2 Training FAQ's

What are the requirements for MS Excel 2019 Level 2? The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel. **Students will benefit most from this course if:**

- They want to use Excel 2019 to perform real-world tasks such as rearranging and presenting complex data.
- They intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.



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Starting at **\$299**

ATTENTION

For GSA pricing or Contractor quotes call
301-258-8200 – Option 2.

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

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