<u>**View Full Course Details including Latest Schedule Online**</u>

MICROSOFT

Microsoft Excel 2019 Level 3

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 3 course builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2019. Participants will execute lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros.

Course Objectives

By the end of this course, participants will be able to:

- Use functions to make decisions
- Find and trap errors, control formula options, and use array formulas and functions
- Perform calculations on dates, manipulate text, and use some statistical and financial functions
- Use Power Pivot and cube functions to access information in the Power Pivot Data Model, and export Excel worksheets to other formats
- Perform what-if analyses using a watch window, scenarios, and the Goal Seek utility
- Record and run macros, and create a simple form

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.

Program Level

Advanced

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.

Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

Course Outline

Chapter 1: Logical and Lookup Functions

- Module A: Decision-making functions
- Module B: Lookup and reference functions

Chapter 2: Advanced Formulas

- Module A: Auditing and error-trapping
- Module B: Formula options
- Module C: Arrays

Chapter 3: Special functions

- Module A: Date and time functions
- Module B: Text functions
- Module C: Other functions

Chapter 4: Importing and Exporting

- Module A: The Power Pivot Data Model
- Module B: Exporting data

Chapter 5: Analysis

- Module A: What-if analysis

- Module B: The Analysis Toolpack

Chapter 6: Macros and Forms

- Module A: Recording macros
- Module B: Running macros
- Module C: Forms

Appendix A: Internationalization and Accessibility

- Preparing workbooks for internationalization and accessibility

Exam Information

The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course

Microsoft Excel 2019 Level 3FAQ's

What are the requirements for MS Excel 2019 Level 3? 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 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in the previous levels. **Students will benefit most from this course if:**

- They want to use Excel 2019 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks
- They intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will complete their coverage of all the objectives for both exams

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!

Phoenix TS is registered with the National Association of State Boards of Accountancy

(NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

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.