

# MS Excel 2019 – Complete Level Training

## MS Excel 2019



## (Basic to Advanced Level Training)

### Detailed Outline:

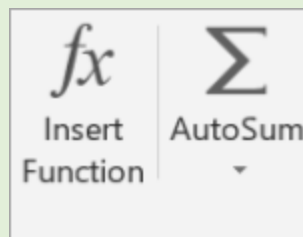
#### BASICS

- Understanding Workbook, Worksheet, Menu.
- An overview of Menu and features/functionality available on ribbons.
- Formatting Cells, Range, and Worksheet, Select Range, Copy, Paste, and Move data
- Merge and Centre, Wrap Text, Alignment, Format Painter
- Understanding the use of Paste-Special and Transpose
- Changing Sheet name, applying tab color
- Using Menu Options to show/hide formula bar, gridlines, and headings
- Insert and Delete Worksheets
- Data Filter, Sorting Data
- Freeze Pane, Split



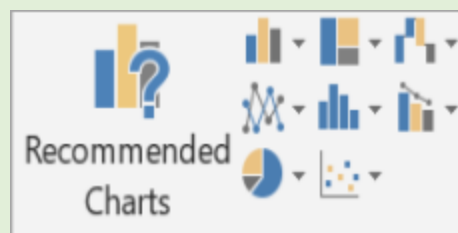
- Protect Worksheet
- Protect Workbook
- Hyperlink
- Hide-Unhide Worksheets

## **DATA PREPARATION, CLEANSING AND SUMMARIZING**



- Grouping Data to show summary, ungroup data
- Text to columns
- Remove Duplicates
- Data Validation
- Text Function
- Date Function
- Math & Stats Function
- Logical Function
- Lookup Function

## **DATA VISUALIZATION**





- Conditional Formatting
- Understanding the concept of Visualization
- Understanding different type of chart
- Creating Column chart, Bar chart, Pie chart, Doughnut chart, Line chart, Area chart, Scatter chart, Bubble chart etc.
- Formatting chart, formatting axis, adding/removing legend, label, title
- Adding, removing, formatting data labels
- Adding 3-D effect to the chart
- Aligning charts
- Editing a chart
- Changing chart type
- Changing axis
- Understanding Secondary axis
- Creating Pivot chart
- Using filters in pivot chart to represent different cuts of data
- Changing source data in pivot chart
- Creating visual representation of data

## **ANALYZE DATA**



Zone	Amount	Quantity
2014	\$10,521,827	8000
Oct	\$ 1,685,120	2358
Nov	\$ 4,143,053	2718
Dec	\$ 4,693,654	2924
2015	\$40,341,661	25254
Jan	\$ 5,910,268	3737
Feb	\$ 5,707,512	3528
Mar	\$ 6,880,461	4407
Apr	\$ 7,245,711	4587
May	\$ 7,598,786	4607
Jun	\$ 6,998,923	4388
<b>Grand Total</b>	<b>\$50,863,488</b>	<b>33254</b>

Zone	Amount	Quantity
Product - A	\$ 691,696	1526
Product - B	\$ 4,802,054	7966
Product - C	\$ 44,229,635	23365
Product - D	\$ 1,140,103	397
<b>Grand Total</b>	<b>\$ 50,863,488</b>	<b>33254</b>

Zone

East Zone North Zone

South Zone West Zone

- Create Pivot table
- Connect with the source data
- Understanding Row, Column, Value, and Page
- Change the data range in source data
- Add new column/row
- Refresh pivot table
- Connecting pivot table with a chart
- Formatting pivot table
- Creating and editing a calculated field
- Analyzing data by moving fields to different area of pivot table
- Sorting & Filtering data in pivot table
- Grouping and ungrouping pivot data
- Creating a report based on pivot table
- Creating a Slicer
- Using Slicer with multiple pivot tables
- Formatting Slicer
- Creating report using pivot table and slicer



- Using Slicer in the report

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