



02 Excel 2019 Intermediate Tutorial

Don Guilbeault - 2021-08-31 - Comments (0) - Excel 2019

Excel 2019 Intermediate Tutorial:

Welcome to the second Microsoft Excel tutorial: Excel 2019 Intermediate. If you haven't yet make sure to complete the first tutorial [Excel 2019 Beginners](#) to ensure you have a firm grasp of the basics which will provide for you a better understanding of concepts that continue throughout this series.

In this tutorial you will:

1. Know the differences between List and Tables.
2. How to use Charts.
3. How to use Pivot Tables
4. How to link cells from other Worksheets and Workbooks.
5. How to protect worksheets and workbooks

Please note you will need to download a student worksheet file to complete this video tutorial. I have provided a link to the file in the Support Documents section below!

This second tutorial is roughly 1.5 hours in length and is broken into chapters: (**See Comments in Chapter selection below for differences with Office 365)

CHAPTERS:

Start [0:00](#)

Introduction [0:03](#)

Overview of List Design [1:02](#)

Formatting Lists as Tables [4:47](#)

Filtering Records from Lists or Tables [6:45](#)

Removing Duplicates from Lists or Tables [10:19](#)

Flash Fill [13:40](#)

Single & Multi-Level Sorting [16:50](#)

Inserting Automatic Subtotals in Lists [21:27](#)

Inserting Data Charts Using Recommended Charts [27:36](#)

Formatting & Editing Chart Elements [32:28](#)

Creating & Applying Custom Chart Templates [36:58](#)

Adding & Removing Data from Charts [40:38](#)

Inserting Sparklines [43:23](#)

Printing Charts [48:52](#)

Inserting Pivot Tables [49:57](#)

Filtering Pivot Tables [55:04](#)

Using Report Layouts in Pivot Tables [59:58](#)

Refreshing & Changing Source Data in Pivot Tables [1:03:05](#)

Inserting Pivot Charts [1:07:21](#)

Data Validation [1:09:18](#)

Applying Built-In Conditional Formatting [1:14:12](#)

Creating Custom Conditional Formats [1:17:26](#)

Linking Data [1:20:23](#)

Comments [1:24:41](#) *** Please note that Office 365 handles comments a little differently so there are some minor differences compared to this tutorial

Protection [1:26:56](#)

Support Documents:

[Excel 2019 Intermediate Clean Student File](#)

Additional Support Documentation: (Optional)

[Excel 2019 Intermediate - Handout](#)