02 Excel 2019 Intermediate Tutorial

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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