EXC19S

Microsoft Excel 2019

3 Days Training • Instructor-Led Training

Course Objective

The objective of this course is to introduce participants to the features, functions, and capabilities of Microsoft Excel 2019.

Audience Profile

For end-users who need to learn the basic features of Microsoft Excel.

At Course Completion

Upon successful completion of the course, participants should be able to use Microsoft Excel 2019 more efficiently and apply the features and functions to their work.

Students who complete this course will have reviewed all the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel Exam. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Pre-Requisites

Participants need to have basic computer operating system skills.

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Course Outlines (8 Sections)

SECTION 1: INTRODUCING EXCEL

- WHAT IS EXCEL?
- LOOKING AT THE SCREEN
  - Understanding Basic Terminology
- ENTERING DATA IN A WORKSHEET
- WORKING WITH WORKBOOKS
  - Creating New Workbook
  - Opening a Workbook
  - Saving a Workbook
- EXPORTING WORKBOOKS
- SELECTING CELLS
- WHAT'S NEW IN EXCEL 2019
  - New Chart Types
  - New Functions

SECTION 2: CONSTRUCTING CELL DATA

• EDITING CELLS AND UNDOING CHANGES

• COPYING AND MOVING DATA

- Pasting Special
- Drag and Drop Cells
- Using Clipboard

• INSERTING AND DELETING ROWS AND COLUMNS

• ADJUSTING THE COLUMNS AND ROWS

- Move Rows and Columns
- Hide and Unhide Row(s) and Column(s)

• USING AUTOFILL AND FLASH FILL MANAGING WORKSHEETS

- Autofill
- Flash Fill

• MANAGING WORKSHEETS

- Renaming Worksheets
- Inserting or Deleting a Worksheet
- Moving and Copying a Worksheet
- Hiding/Unhiding Worksheets
- Adding Colour to the Worksheet Tabs

SECTION 3: USING FORMULAS

• USING FORMULAS

- Mathematical Operators
- Understanding Cell References
- Creating and Modifying a Formula
- Copying Formulas

• USING MATH AND STATISTICAL FUNCTIONS

- The Parts of a Function
- The Function Library
- Inserting Functions
- Using Commonly Used Functions

• USING THE IF FUNCTION

• USING TEXT FUNCTIONS

• USING ABSOLUTE AND RELATIVE CELL REFERENCES

- Relative References
- Absolute References

• DISPLAYING FORMULAS

SECTION 4: FORMATTING WORKSHEET

• FORMATTING A CELL

- Font Formatting
- Applying Number Formats
- Cell Borders and Fill Colours
- Clearing Cell Formatting

• USING THE FORMAT PAINTER

• CHANGING CELL ALIGNMENT

- Merge Cells
- Wrap Text in a Cell
- Text Alignment
- Rotate Text

• USING CELL STYLES

- Apply Cell Style

• CONDITIONAL FORMATTING

- Apply Conditional Formatting Rule
- Conditional Formatting Presets
- Managing Rules
- Removing Conditional Formatting

SECTION 5: VIEWING AND PRINTING

• CHANGING WORKSHEET VIEW

- Freezing And Unfreezing Panes
- Splitting Panes
- Creating and Arranging Worksheet Windows

• PRINTING AND PREVIEWING WORKBOOK

- Preview and Print
- Choosing a Print Area

• CUSTOMIZING THE PAGE LAYOUT

- Headers and Footers
- Adjusting Content
- Print Titles

SECTION 6: WORKING WITH CHART

• CREATING A BASIC CHART

- Types of Charts
- Parts of a Chart

• EDITING CHARTS

- Adding New Data
- Change Chart Type
- Switch Row and Column Data
- Change Chart's Layout and Style
- Adding and Modifying Chart Elements

• MOVING CHARTS

• ADD ALTERNATIVE TEXT TO CHARTS FOR ACCESSIBILITY

• USING SPARKLINES

- Insert Sparklines
- Customize the Sparklines

SECTION 7: ORGANIZING DATA

• WORKING WITH NAMED RANGES

- Define Named Range
- Use Named Range in Formulas
- Edit Named Ranges
- Delete Named Ranges

• SORTING DATA

- Types of Sorting

• FILTERING DATA

- AutoFilter
- Clear Filter
- Custom Filtering

• USING TABLES

- Creating Tables
- Modifying Tables
- Using Slicers to Filter Table Data
- Removing Tables
- Total the Data in an Excel Table

SECTION 8: USING DATA TOOLS

• FINDING AND REPLACING DATA

- Finding Text
- Replacing Text
- USING HYPERLINKS
- Create Hyperlinks
- Edit Hyperlinks
- Remove Hyperlinks

• IMPORTING DATA

• ACCESSING WORKBOOK PROPERTIES

• USING THE DOCUMENT INSPECTOR AND THE ACCESSIBILITY CHECKER TOOL