

Excel 2019 - Part 1

Overview

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

Prerequisite Comments

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2019 that is necessary to create and work with electronic spreadsheets.

Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

You will:

Get started with Microsoft Office Excel 2019.

Perform calculations.

Modify a worksheet.

Format a worksheet.

Print workbooks.

Manage workbooks.

Course Outline

1 - Getting Started with Excel 2019

Topic A: Navigate the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Enter Cell Data

Topic E: Use Excel Help

2 - Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

3 - Modifying a Worksheet

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

4 - Formatting a Worksheet

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Styles and Themes

Topic E: Apply Basic Conditional Formatting

Topic F: Create and Use Templates

5 - Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

6 - Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties