

Microsoft Office Excel 2019: Part 1

Course Summary

Description

Provide a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Objectives

After taking this course, students 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.

- Get started with Microsoft Office Excel 2019.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Topics

- Getting Started with Excel 2019
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks

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.

Prerequisites

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 Logical Operations courses:

- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Duration

1 Day

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Course Outline

- I. *Getting Started with Excel 2019*
 - A. Navigate the Excel User Interface
 - B. Use Excel Commands
 - C. Create and Save a Basic Workbook
 - D. Enter Cell Data
 - E. Use Excel Help
- II. *Performing Calculations*
 - A. Create Worksheet Formulas
 - B. Insert Functions
 - C. Reuse Formulas and Functions
- III. *Modifying a Worksheet*
 - A. Insert, Delete, and Adjust Cells, Columns, and Rows
 - B. Search for and Replace Data
 - C. Use Proofing and Research Tools
- IV. *Formatting a Worksheet*
 - A. Apply Text Formats
 - B. Apply Number Formats
 - C. Align Cell Contents
 - D. Apply Styles and Themes
 - E. Apply Basic Conditional Formatting
 - F. Create and Use Templates
- V. *Printing Workbooks*
 - A. Preview and Print a Workbook
 - B. Set Up the Page Layout
 - C. Configure Headers and Footers
- VI. *Managing Workbooks*
 - A. Manage Worksheets
 - B. Manage Workbook and Worksheet Views
 - C. Manage Workbook Properties
- VII. *Appendix A: Microsoft Excel 2019 Common Keyboard Shortcuts*
- XI. *Appendix B: Adding Borders and Colors to Worksheets*
- XII. *Appendix C: Basic Excel Customization*