



Course Description:

This course is the first in a series of our Microsoft® Office Excel 2019 courses. This course is designed for people who wish to gain the skills necessary to create, edit, and print basic Microsoft® Office Excel 2019 workbooks.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance spreadsheets using Microsoft® Office Excel 2019.

Upon successful completion of this course, students will be able to:

- Explore the Excel 2019 environment
- Enter and edit data in a worksheet
- Selecting data in a worksheet
- Save the workbook
- Modify a worksheet
- Create formulas in a worksheet
- Apply formatting to a worksheet
- Print workbook contents

Prerequisite: Experience and familiarity with Windows environment.

Course Outline

Introduction

- The Excel 2019 user interface
- The Quick Access Toolbar
- Open/Save/Close a workbook
- Backstage View
- “Tell Me What You Want to Do” Feature

Create a Basic Worksheet

- Basic Navigation
- Selecting Data
- Enter/Delete/Replace/Edit Data
- Understand types of data: Labels, Values, Formulas
- Move/Copy data
- Hide/Show/Insert/Delete rows and columns

Understanding How Excel Thinks

- Processing steps of formulas
- Arithmetic symbols

Printing Excel Spreadsheets

- Understanding the Print Environment
- Customizing common print options

Perform Calculations

- Create basic formulas
- Common Functions
 - SUM
 - AVERAGE
 - MAX
 - MIN
 - COUNT

Understand Cell References

- Relative vs. Absolute cell references
- Replication behavior

Formatting a Worksheet

- Format Text
- Format Values
- Format Cell Borders/Colors

Entering Data Efficiently

- Fill Series Techniques
- Common Fill Series Examples