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.

Who Should Attend

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

Navigate the Excel User Interface
Use Excel Commands
Create and Save a Basic Workbook
Enter Cell Data
Use Excel Help

2 PERFORMING CALCULATIONS

Create Worksheet Formulas
Insert Functions
Reuse Formulas and Functions

3 MODIFYING A WORKSHEET

Insert, Delete, and Adjust Cells, Columns, and Rows
Search for and Replace Data
Use Proofing and Research Tools
Excel 2019 - Part 1

4  FORMATTING A WORKSHEET
Apply Text Formats
Apply Number Formats
Align Cell Contents
Apply Styles and Themes
Apply Basic Conditional Formatting
Create and Use Templates

5  PRINTING WORKBOOKS
Preview and Print a Workbook
Set Up the Page Layout
Configure Headers and Footers

6  MANAGING WORKBOOKS
Manage Worksheets
Manage Workbook and Worksheet Views
Manage Workbook Properties