

Microsoft Excel 2019

Structured technical training and certification preparation

A practical, student-friendly outline covering beginner, intermediate, and advanced.

MODULES

3

LESSONS

58

FORMAT

Self-paced

Module Breakdown

MODULE 1

Beginner

- 1.0 Intro
- 1.1 The Ribbon
- 1.2 Saving Files
- 1.3 Entering and Formatting Data
- 1.4 Printing from Excel & Using Page Layout View
- 1.5 Formulas Explained
- 1.6 Working with Formulas and Absolute References
- 1.7 Specifying and Using Named Range
- 1.8 Correct a Formula Error
- 1.9 What is a Function
- 1.10 Insert Function & Formula Builder
- 1.11 How to Use a Function- AUTOSUM, COUNT, AVERAGE
- 1.12 Create and Customize Charts

MODULE 2

Intermediate

- 2.0 Recap
- 2.1 Navigating and editing in two or more worksheets
- 2.2 View options - Split screen, view multiple windows
- 2.3 Moving or copying worksheets to another workbook
- 2.4 Create a link between two worksheets and workbooks
- 2.5 Creating summary worksheets
- 2.6 Freezing Cells
- 2.7 Add a hyperlink to another document
- 2.8 Filters
- 2.9 Grouping and ungrouping data
- 2.10 Creating and customizing all different kinds of charts
- 2.11 Adding graphics and using page layout to create visually appealing pages
- 2.12 Using Sparkline formatting
- 2.13 Converting tabular data to an Excel table
- 2.14 Using Structured References
- 2.15 Applying Data Validation to cells

Module Breakdown (continued)

<p>MODULE 2</p> <p>Intermediate (continued)</p> <ul style="list-style-type: none">2.16 Comments - Add, review, edit2.17 Locating errors	<p>MODULE 3</p> <p>Advanced</p> <ul style="list-style-type: none">3.1 Recap3.2 Conditional (IF) functions3.3 Nested condition formulas3.4 Date and Time functions3.5 Logical functions3.6 Informational functions3.7 VLOOKUP & HLOOKUP3.8 Custom drop down lists3.9 Create outline of data3.10 Convert text to columns3.11 Protecting the integrity of the data3.12 What is it, how we use it and how to create a new rule3.13 Clear conditional formatting & Themes3.14 What is a Pivot Table and why do we want one3.15 Create and modify data in a Pivot Table3.16 Formatting and deleting a Pivot Table3.17 Create and modify Pivot Charts
<p>MODULE 3</p> <p>Advanced (continued)</p> <ul style="list-style-type: none">3.18 Customize Pivot Charts3.19 Pivot Charts and Data Analysis3.20 What is it and what do we use it for3.21 Scenarios3.22 Goal Seek3.23 Running preinstalled Macros3.24 Recording and assigning a new Macro3.25 Save a Workbook to be Macro enabled3.26 Create a simple Macro with Visual Basics for Applications (VBA)3.27 Outro	