

Microsoft Office 2019 Excel – Basic Series

Description

This course will introduce students Microsoft Office Excel Basic 2019, Getting Started with Microsoft Office Excel 2019, Performing Calculations, Modifying a Worksheet, Formatting a Worksheet, Printing Workbooks, Managing Workbooks Etc

Who this course is for:

- This mega Microsoft Office Excel bundle is perfect if you're looking to finally get to grips with Excel Basic 2019. Each course goes into depth on how to get the most from each content and will help you become a basic user of Microsoft Excel 2019.

Course Modules:

Module 01: Getting Started with Microsoft Office Excel 2019

(Duration: about 3h)

1. Workbook

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(909) 760-0217 | (925) 239-0399

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2. Course Introduction
3. Topic A: Navigate the Excel User Interface
4. Spreadsheets, Worksheets, and Workbooks
5. Cells and Ranges
6. Cell and Range References
7. The General Excel UI
8. The Workbook and Worksheet UI Elements
9. Excel Window Commands
10. The Backstage View
11. Mouse Navigation
12. Mouse Cursor Icons
13. Keyboard Navigation
14. The Active Cell
15. Basic Data Entry
16. Navigating the Excel User Interface
17. Topic B: Use Excel Commands
18. The Ribbon
19. The Ribbon Tabs
20. Tell Me
21. ScreenTips and KeyTips
22. The Quick Access Toolbar
23. The Mini Toolbar and Context Menus
24. Using Excel Commands
25. Topic C: Create and Save a Basic Workbook
26. The New Tab
27. Excel 2019 File Formats
28. The Save and Save As Commands
29. The Save As Screen
30. Compatibility Mode
31. The Convert Option
32. The Compatibility Checker
33. Creating and Saving a Basic Workbook
34. Topic D: Enter Cell Data
35. It's Not WYSIWYG
36. Data Types
37. The Cut, Copy, and Paste Commands
38. Drag-and-Drop Cut and Paste
39. The Undo and Redo Commands
40. The AutoFill Feature

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41. AutoFill Options
42. Flash Fill
43. The Clear Command
44. Entering Cell Data
45. Topic E: Use Excel Help
46. The Help Task Pane
47. Using Excel Help
48. Chapter 01 Review
49. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Performing Calculations

(Duration: – m)

1. Workbook
2. Topic A: Create Worksheet Formulas
3. Excel Formulas
4. The Formula Bar
5. A Basic Mathematical Formula
6. Elements of Excel Formulas
7. The Order of Operations
8. Reference Operators
9. Intersection Operator Example
10. Creating Worksheet Formulas
11. Topic B: Insert Functions
12. Functions
13. The Function Library Group
14. The Insert Function Dialog Box
15. The Function Arguments Dialog Box
16. Graphical Cell and Range Reference Entry
17. The AutoSum Feature
18. Other Commonly Used Functions
19. Basic Function Syntax
20. The Formula AutoComplete Feature
21. The Arguments Tooltip

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22. Inserting Functions
23. Topic C: Reuse Formulas and Functions
24. Formulas and the Cut, Copy, and Paste Commands
25. The Paste Options
26. The Paste Special Dialog Box
27. Relative References
28. Absolute References
29. Mixed References
30. AutoFill and Formulas
31. Worksheet References
32. Excel Errors and Display Issues
33. Error Indicators
34. Reusing Formulas and Functions
35. Chapter 02 Review Review Quiz **(Number of attempts allowed: Unlimited)**

Module 03: Modifying a Worksheet

(Duration: -m)

1. Workbook
2. Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
3. The Insert and Delete Options
4. Manual Width and Height Adjustments
5. Manual Fit
6. The AutoFit Feature
7. The Row Height and Column Width Dialog Boxes
8. The Hide and Unhide Commands
9. Adjusting Cells, Columns, and Rows
10. Topic B: Search for and Replace Data
11. The Find Command
12. The Replace Command
13. The Go To Dialog Box
14. The Go To Special Dialog Box
15. Searching for and Replacing Data
16. Topic C: Use Proofing and Research Tools

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17. The Spelling Dialog Box
18. The Thesaurus Task Pane
19. The Smart Lookup Task Pane
20. Checking the Spelling in a Worksheet
21. Chapter 03 Review **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04: Formatting a Worksheet

(Duration: – m)

1. Workbook
2. Topic A: Apply Text Formats
3. Fonts
4. The Font Group
5. Live Preview
6. The Format Cells Dialog Box
7. The Colors Dialog Box
8. Hyperlinks
9. The Insert/Edit Hyperlink Dialog Box
10. The Format Painter
11. Formatting Text in a Worksheet
12. Topic B: Apply Number Formats
13. Number Formats
14. Number Format Tab
15. Custom Number Formats
16. Applying Number Formats
17. Topic C: Align Cell Contents
18. Alignment Options
19. Orientation Options
20. The Indent Commands
21. The Wrap Text Command
22. The Merge & Center Options
23. Aligning Cell Contents
24. Topic D: Apply Styles and Themes
25. Cell Styles

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26. Galleries
27. The Style Dialog Box
28. The Merge Styles Dialog Box
29. Themes
30. Theme Components
31. Guidelines for Using Themes
32. Applying Cell Styles and Themes
33. Topic E: Apply Basic Conditional Formatting
34. Conditional Formatting
35. The Conditional Formatting Dialog Boxes
36. The Highlight Cells Rules
37. The Top/Bottom Rules
38. Data Bars
39. Color Scales
40. Icon Sets
41. Applying Basic Conditional Formatting
42. Topic F: Create and Use Templates
43. Templates
44. Templates and the Backstage View
45. Creating a Template
46. Chapter 04 Review
47. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Printing Workbooks

(Duration: -m)

1. Workbook
2. Topic A: Preview and Print a Workbook
3. The Print Tab
4. Print Settings
5. Page Orientation
6. Margins
7. Print Preview
8. Configuring and Previewing a Print Job

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9. Topic B: Set Up the Page Layout
10. The Page Setup Dialog Box
11. The Print Area
12. The Print Titles Command
13. Page Breaks
14. Workbook Views
15. Page Break Preview View
16. Setting Up the Page Layout
17. Topic C: Configure Headers and Footers
18. Headers and Footers
19. Page Layout View
20. Contextual Tabs
21. The Header & Footer Tools Contextual Tab
22. The Header and Footer Dialog Boxes
23. Configuring Headers and Footers
24. Chapter 05 Review
25. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 06: Formatting a Worksheet

(Duration: – m)

1. Workbook
2. Topic A: Manage Worksheets
3. Methods of Inserting and Deleting Worksheets
4. Tab Formatting Options
5. Drag to Reposition Worksheets
6. The Move or Copy Dialog Box
7. The Hide and Unhide Worksheet Options
8. Managing Worksheets
9. Topic B: Manage Workbook and Worksheet Views
10. Custom Views
11. The Add View Dialog Box
12. The Split Command
13. The Freeze Panes Options

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14. The Arrange All Command
15. The Arrange Windows Dialog Box
16. The View Side by Side Command
17. The Switch Windows Command
18. The New Window Command
19. Managing Workbook and Worksheet Views
20. Topic C: Manage Workbook Properties
21. Workbook Properties in the Backstage View
22. The Properties Dialog Box
23. Custom Workbook Properties
24. Managing Workbook Properties
25. Chapter 06 Review
26. Review Quiz (**Number of attempts allowed: Unlimited**)

This course includes

- On-demand video
- 6 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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