



Excel 2019 Complete – 4 Days

This course provides the concepts and skills to be productive with Microsoft Excel 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map from <http://www.30bird.com>.

Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. If students intend to take a Microsoft Office Specialist or Expert exam for Excel, this course offers complete coverage of all the objectives for both exams.

The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.

Chapter 1: Fundamentals

Module A: Getting around

Module B: Workbook basics

Chapter 2: Creating worksheets

Module A: Entering data

Module B: Formulas

Module C: Functions

Module D: Moving and copying data

Module E: Reference types

Chapter 3: Formatting

Module A: Text formatting

Module B: Number formatting

Module C: Alignment

Module D: Borders and highlighting

Module E: Styles and themes

Chapter 4: Manipulating data

Module A: Data entry shortcuts

Module B: Paste options

Module C: Inserting, deleting, and hiding

Chapter 5: Charts

Module A: Creating charts

Module B: Chart types and elements

Chapter 6: Output

Module A: Managing worksheet windows

Module B: Printing worksheets

Module C: Sharing workbooks

Chapter 7: Settings and templates

Module A: Workbook options and properties

Module B: Templates

Chapter 8: Managing workbooks

Module A: Managing worksheets

Module B: Customizing Excel

Chapter 9: Named ranges

Module A: Using names in formulas

Chapter 10: Tables

Module A: Sorting

Module B: Filtering tables

Module C: Structured references

Module D: Validation

Module E: Transposing data

Chapter 11: Summarizing data

Module A: Consolidation

Module B: Subtotals

Chapter 12: PivotTables

Module A: Creating and formatting PivotTables

Module B: Manipulating PivotTables

Module C: PivotCharts

Chapter 13: Presentation features

Module A: Conditional formats

Module B: Custom Formats

Module C: Graphics

Chapter 14: Advanced charts

Module A: Special chart types

Module B: Sparklines

Module C: Quick Analysis

Chapter 15: Collaboration

Module A: Permissions

Module B: Shared workbooks

Chapter 16: Logical and Lookup Functions

Module A: Decision-making functions

Module B: Lookup and reference functions

Chapter 17: Advanced Formulas

Module A: Auditing and error-trapping

Module B: Formula options

Module C: Arrays

Chapter 18: Special functions

Module A: Date and time functions

Module B: Text functions

Module C: Other functions

Chapter 19: Importing and Exporting

Module A: The Power Pivot Data Model

Module B: Exporting data

Chapter 20: Analysis

Module A: What-if analysis

Module B: The Analysis Toolpak

Chapter 21: Macros and Forms

Module A: Recording macros

Module B: Running macros

Module C: Forms

Appendix A: Internationalization and Accessibility

Preparing workbooks for internationalization and accessibility

Class Options:

Powerpoint 2019 – 3 Days

Word 2019 – 3 Days

Outlook 2019 – 3 Days

Textbook Included

Flash Drive with Course Materials Included