

## Microsoft® Office Excel 2019: Level 1

### Training Course Content

**Course Objective:** Students will create and edit Excel worksheets and manage workbooks, use formulas and functions, and apply formatting and printing techniques.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this level is right for you.

**What's New in 2019:** Did you know that Excel will automatically complete cell entry for you when it detects a pattern? Learn more about flash fill. Get familiar with the new features added for help, such as Tell Me More and Learn More. Learn to select and unselect cells with the new Precision Selecting. Excel is packed with exciting new templates and features to make your workload easier.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

#### Lesson 1: Creating a Basic Worksheet

Topic 1A: Explore the User Interface  
Topic 1B: Update a Workbook's Properties  
Topic 1C: Navigate and Select Data in Excel  
Topic 1D: Enter Data and Save a Workbook  
Topic 1E: Customize the Quick Access Toolbar  
Topic 1F: Obtain Help  
Topic 1G: Use Microsoft Office Templates

#### Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas  
Topic 2B: Calculate with Functions  
Topic 2C: Copy Formulas and Functions  
Topic 2D: Calculate Data Across Worksheets  
Topic 2E: Using Absolute and Mixed References  
Topic 2F: AutoFill Options, Flash Fill and Series List

#### Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data  
Topic 3B: Insert & Delete Cells, Columns and Rows  
Topic 3C: Find and Replace Data  
Topic 3D: Manipulate Worksheet Elements

#### Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts  
Topic 4B: Add Borders, Color, and Cell Styles  
Topic 4C: Change Column Width and Height  
Topic 4D: Apply Number Formats  
Topic 4E: Position Cell Contents

#### Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents  
Topic 5B: Set Page Layout and Print Options  
Topic 5C: Set Page Breaks

#### Lesson 6: Managing Large Workbooks

Topic 6A: Format Worksheet Tabs  
Topic 6B: Manage Worksheets in a Workbook  
Topic 6C: Manage the View of Worksheets

#### Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Graphics  
Topic 7B: Draw and Modify Shapes  
Topic 7C: Illustrate Workflow Using SmartArt  
Topic 7D: Layer and Group Graphic Objects