



Excel 1

8 hours; Optimum Class Size: 12

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.

Agenda

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

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

Excel 2

8 hours; Optimum Class Size: 12

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

Who Should Attend

This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.



Course Objectives

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

Agenda

1 - WORKING WITH FUNCTIONS

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date and Time Functions
- Work with Text Functions

2 - WORKING WITH LISTS

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

ï - ANALYZING DATA

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

ï - VISUALIZING DATA WITH CHARTS

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

ï - USING PIVOTTABLES AND PIVOTCHARTS

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers