Microsoft Excel 2019 – Part 1

In this course, you will learn how to use the core features of Excel 2019, such as how to create and format worksheets, use functions, create formulas, and more.

IS THIS COURSE FOR YOU?

The course is designed for those who wish to learn how to use this powerful spreadsheet program. You will learn the key concepts and techniques necessary to work with Excel's most commonly used features and functions.

ABOUT THE COURSE

The course offers an exciting and innovative approach to Excel training. It consists of 10 modules and includes media demonstrations, hands-on activities, and knowledge check questions. At the end of the course, you will complete a consolidation exercise, which will help you review what you have learned and assess your understanding.

The course also contains quizzes at the end of each module and a Validation Test at the end of the course. With successful completion of the course, you will receive a Pitman Training certificate to verify your achievement.

AIMS AND OBJECTIVES

The aim of the course is for you to learn the core features and functions of the Microsoft Excel 2019 spreadsheet application, so that you will be effective in creating and manipulating spreadsheets.

PRE-REQUISITES

Familiarity with the Windows environment and experience using a computer keyboard.

COURSE CONTENT

Module 1: Introduction to Excel
The Excel 2019 Window; Mouse Basics in Excel; Backstage View

Module 2: Creating Workbooks
Entering Text and Numbers; Creating Basic Formulas; Relative References; Order of Operations; Working with Ranges

Module 3: Saving and Sharing Workbooks
Saving a Workbook; File Extension; Sharing, Exporting, and Publishing Files

Module 4: Navigating Workbooks
Opening Files; Working with Larger Files; Creating Freeze Panes; Split Screen

Module 5: Page Setup and Print Options
Headers and Footers; Print Titles; Working with Comments; Page Setup Options; Printing Workbooks

Module 6: Working with Rows, Columns, and Cells
Adding and Deleting Rows, Columns, and Cells; Changing Column Width and Row Height

Module 7: Moving Data
Cut, Copy, and Paste; Copying Formulas

Module 8: Formulas and Functions
Overview of Formulas; Creating Formulas Using Functions; Using Absolute Values

Module 9: Working with Sheets
Adding, Deleting, Renaming, and Grouping Sheets; Additional Sheet Tab Options; 3-Dimensional Formulas

Module 10: Formatting Worksheets
Formatting Cells; Formatting Numbers; Borders and Shading; Formatting a Range of Cells as a Table; Using Styles and the Format Painter; Protecting Sheets; Using the Fill Handle and Creating Custom Lists

CAREER PATH

Microsoft Excel is used across a wide range of job roles; learning this spreadsheet program will demonstrate your commitment to continuing professional development and help towards your career progression opportunities.

COURSE DURATION

17 hours. This will vary from individual to individual based on prior knowledge and ability.

CPD POINTS: 17
CPD points awarded upon successful completion.

Speak to one of our course advisors to find out more.

PITMAN TRAINING

To discuss your current skills and aspirations, or to book your course call...

020 7256 6668 or email **courses@pitmanlondon.co.uk**

www.pitman-training.com/stratford

Stratford and East London