

Microsoft Office Excel 2019: Part 1

Course Overview

This course will introduce students to Microsoft Office Excel 2019, and teach students about performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks, managing workbooks, adding borders and colors to worksheets, and basic Excel customization.

Course Introduction

3m

Chapter 01 - Getting Started with Microsoft Office Excel 2019

1h 14m

Topic A: Navigate the Excel User Interface
Spreadsheets, Worksheets, and Workbooks
Cells and Ranges
Cell and Range References
The General Excel UI
The Workbook and Worksheet UI Elements
Excel Window Commands
The Backstage View
Mouse Navigation
Mouse Cursor Icons
Keyboard Navigation
The Active Cell
Basic Data Entry
Demo - Navigating the Excel User Interface
Topic B: Use Excel Commands
The Ribbon
The Ribbon Tabs
Tell Me
ScreenTips and KeyTips
The Quick Access Toolbar
The Mini Toolbar and Context Menus
Demo - Using Excel Commands
Topic C: Create and Save a Basic Workbook
The New Tab
Excel 2019 File Formats
The Save and Save As Commands
The Save As Screen
Compatibility Mode
The Convert Option
The Compatibility Checker
Demo - Creating and Saving a Basic Workbook
Topic D: Enter Cell Data
It's Not WYSIWYG
Data Types

The Cut, Copy, and Paste Commands
Drag-and-Drop Cut and Paste
The Undo and Redo Commands
The AutoFill Feature
AutoFill Options
Flash Fill
The Clear Command
Demo - Entering Cell Data
Topic E: Use Excel Help
The Help Task Pane
Demo - Using Excel Help
Chapter 01 Review

Chapter 02 - Performing Calculations

42m

Topic A: Create Worksheet Formulas
Excel Formulas
The Formula Bar
A Basic Mathematical Formula
Elements of Excel Formulas
The Order of Operations
Reference Operators
Intersection Operator Example
Demo - Creating Worksheet Formulas
Topic B: Insert Functions
Functions
The Function Library Group
The Insert Function Dialog Box
The Function Arguments Dialog Box
Graphical Cell and Range Reference Entry
The AutoSum Feature
Other Commonly Used Functions
Basic Function Syntax
The Formula AutoComplete Feature
The Arguments Tooltip
Demo - Inserting Functions
Topic C: Reuse Formulas and Functions
Formulas and the Cut, Copy, and Paste Commands
The Paste Options
The Paste Special Dialog Box
Relative References
Absolute References
Mixed References
AutoFill and Formulas
Worksheet References
Excel Errors and Display Issues
Error Indicators
Demo - Reusing Formulas and Functions
Chapter 02 Review

Chapter 03 - Modifying a Worksheet

26m

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
The Insert and Delete Options
Manual Width and Height Adjustments
Manual Fit
The AutoFit Feature
The Row Height and Column Width Dialog Boxes
The Hide and Unhide Commands
Demo - Adjusting Cells, Columns, and Rows
Topic B: Search for and Replace Data
The Find Command
The Replace Command
The Go To Dialog Box
The Go To Special Dialog Box
Demo - Searching for and Replacing Data
Topic C: Use Proofing and Research Tools
The Spelling Dialog Box
The Thesaurus Task Pane
The Smart Lookup Task Pane
Demo - Checking the Spelling in a Worksheet
Chapter 03 Review

Chapter 04 - Formatting a Worksheet

53m

Topic A: Apply Text Formats
Fonts
The Font Group
Live Preview
The Format Cells Dialog Box
The Colors Dialog Box
Hyperlinks
The Insert/Edit Hyperlink Dialog Box
The Format Painter
Demo - Formatting Text in a Worksheet
Topic B: Apply Number Formats
Number Formats
Number Format Tab
Custom Number Formats
Demo - Applying Number Formats
Topic C: Align Cell Contents
Alignment Options
Orientation Options
The Indent Commands
The Wrap Text Command
The Merge & Center Options
Demo - Aligning Cell Contents
Topic D: Apply Styles and Themes
Cell Styles
Galleries
The Style Dialog Box
The Merge Styles Dialog Box

Themes
Theme Components
Guidelines for Using Themes
Demo - Applying Cell Styles and Themes
Topic E: Apply Basic Conditional Formatting
Conditional Formatting
The Conditional Formatting Dialog Boxes
The Highlight Cells Rules
The Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
Demo - Applying Basic Conditional Formatting
Topic F: Create and Use Templates
Templates
Templates and the Backstage View
Demo - Creating a Template
Chapter 04 Review

Chapter 05 - Printing Workbooks

23m

Topic A: Preview and Print a Workbook
The Print Tab
Print Settings
Page Orientation
Margins
Print Preview
Demo - Configuring and Previewing a Print Job
Topic B: Set Up the Page Layout
The Page Setup Dialog Box
The Print Area
The Print Titles Command
Page Breaks
Workbook Views
Page Break Preview View
Demo - Setting Up the Page Layout
Topic C: Configure Headers and Footers
Headers and Footers
Page Layout View
Contextual Tabs
The Header & Footer Tools Contextual Tab
The Header and Footer Dialog Boxes
Demo - Configuring Headers and Footers
Chapter 05 Review

Chapter 06 - Managing Workbooks

28m

Topic A: Manage Worksheets
Methods of Inserting and Deleting Worksheets
Tab Formatting Options
Drag to Reposition Worksheets
The Move or Copy Dialog Box

The Hide and Unhide Worksheet Options
Demo - Managing Worksheets
Topic B: Manage Workbook and Worksheet Views
Custom Views
The Add View Dialog Box
The Split Command
The Freeze Panes Options
The Arrange All Command
The Arrange Windows Dialog Box
The View Side by Side Command
The Switch Windows Command
The New Window Command
Demo - Managing Workbook and Worksheet Views
Topic C: Manage Workbook Properties
Workbook Properties in the Backstage View
The Properties Dialog Box
Custom Workbook Properties
Demo - Managing Workbook Properties
Chapter 06 Review

Chapter 07 - Adding Borders and Colors to Worksheets

5m

Topic A: Add Borders and Colors to Worksheets
Border Options
The Borders Drop-Down Menu
The Border Tab
Fill Options
The Fill Tab
Sheet Backgrounds
Chapter 07 Review

Chapter 08 - Basic Excel Customization

6m

Topic A: Customize General Options and the Excel UI
The Excel Options Dialog Box
The Customize Ribbon Tab
The Customize the Ribbon List Hierarchy
The Quick Access Toolbar Tab
The Customize Quick Access Toolbar Menu
Chapter 08 Review
Course Closure

Total Duration: 4h 22m