

Module Title : Microsoft Excel 2019 (Basic)

Duration : 1 day

Outline

Module 1: The Basics

- Getting Started
- Signing In
- Creating a New Workbook
- Understand the Basic Parts of a Workbook
- Saving a Workbook
- Opening a Workbook

Module 2: Your First Workbook

- Selecting Data
- Entering and Deleting Data
- Using Undo and Redo
- Using Cut, Copy, and Paste

Module 3: Working with Data

- Inserting Rows and Columns
- Merging and Splitting Cells
- Moving Cells
- Using Paste Special
- Using Find and Replace
- Hiding and Unhiding Cells

Module 4: Using Timesaving Tools

- Using AutoFill
- Using Flash Fill
- Using AutoSum
- Using AutoComplete
- Using AutoCalculate

Module 5: Formatting Text

- Changing the Font Face, Size, and Color
- Applying Text Effects

- Applying Borders and Fill
- Using the Font Tab of the Format Cells Dialog
- Clearing Formatting

Module 6: Formatting Data

- Wrapping Text
- Changing the Size of Rows and Columns
- Adjusting Cell Alignment
- Changing Text Direction
- Changing Number Format

Module 7: Charting Data

- Creating Sparklines
- Inserting Charts
- Drawing on Worksheet

Module 8: Viewing, Printing, and Sharing Your Workbook

- Using Views
- Saving a Workbook as PDF or XPS
- Printing a Workbook

Module 9: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes