Introduction to Microsoft Excel 2019 (MOC 55271AC)

Duration : 1 Days

Course Content

In this Introduction to Microsoft Excel 2019 training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2019 worksheets.

Course Objectives

After completing this course, students will be able to:

- Create basic worksheets using Microsoft Excel 2019.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in 2019.

Who Should Attend

This course is intended for students who have little or no familiarity with Microsoft Excel 2019 or more experienced Excel users who want to learn the topics covered in this course in the 2019 interface.

Course Outline

Module 1: Creating a Microsoft Excel Workbook

Module 2: The Ribbon

Module 3: The Backstage View (The File Menu)

Module 4: The Quick Access Toolbar

Module 5: Entering Data in Microsoft Excel Worksheets

Module 6: Formatting Microsoft Excel Worksheets

Module 7: Using Formulas in Microsoft Excel

Module 8: Working with Rows and Columns

Module 9: Editing Worksheets

Module 10: Finalizing Microsoft Excel Worksheets