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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Excel 2019 Beginner

Who it's for: Beginners and average, everyday users looking to sharpen their skills and increase efficiency in Microsoft Excel. What it is: Microsoft's spreadsheet application used to clean and organize data. What you'll learn: We start with the basics, showing you the user interface and quick ways to navigate. Once you're comfortable with the software's layout, we quickly move on to calculating data with basic formulas and functions. In the Intermediate section, we show you the various

tools and ways to sort and filter data in a timely manner. Then, we dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, we explore complex Database functions, provide an introduction to Macros, and show you how to save time by automating common Excel tasks.

Course Outline:

- Start Screen & Templates
- Ribbon & Quick Access Toolbar
- Backstage View
- Smart Lookup & Tell Me
- Interface
- Navigation
- Keyboard Shortcuts
- Entering Text
- Number Formats
- Deleting & Formatting
- AutoSum
- Simple Formulas
- Simple Functions
- Absolute Referencing
- Moving & Copying Data
- Inserting Rows & Columns
- AutoFill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Freeze Panes
- Grouping Worksheets
- Page Layout View
- Custom Views
- Spell Check
- Printing

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