



Course: Microsoft Excel 2019

Contact Hours: 36

Pre-requisite: Computer Literacy

Course Objectives

This course is designed to allow participants an appreciation of using new and familiar features Microsoft Excel 2019 to table, calculate, analyze and present information in spreadsheets that are easily secured, shared and, collaborated on, and printed.

Target Audience

- Executives and Office Managers
- Administrators, Secretaries and General Office Staff
- Sales and Marketing Personnel
- Accounts and Human Resources Staff
- Secondary and Tertiary Level Students
- Self-taught users desirous of enhancing their knowledge
- Interested members of the general public

Learning outcomes

On completion of this course, learners will be able to:

1. Create Basic Excel 2019 spreadsheets with calculations and summary functions; choose from a variety of borders, cells styles and workbook themes; manipulate sheets, columns, rows and the data contained within.
2. Select or compose appropriate formulas and functions; troubleshoot and solve function errors; assign names to cells and ranges; format values and create custom number types; enforce data validation, sheet level and workbook level protection.
3. Analyze and present worksheet data using Charts, Sparklines, Diagrams, PivotTables, PivotCharts, What-if Analysis, and features such as Quick Analysis Lenses, Chart Animations and Recommendations generated by Excel from sheet data.
4. Collaborate, Export, Print and Automate Excel 2016 with Comments, Track Changes, Consolidation, The Macro Recorder and Excel 2019 User Forms.

Course Content

1. Create Basic Excel 2019 spreadsheets

- Navigate the Excel 2019 user interface including the Backstage, SkyDrive Integration and Workbook Views; customize interface elements such as the Ribbon Tabs, Quick Access Toolbar, Formula Bar, Name Box and the Status Bar; Data entry and workbook navigation including revising and moving data; Adjust the look of cells and worksheets in Excel 2016 with Cell Styles, Table Styles and Workbook Themes.

2. Select or compose appropriate formulas and functions

- Define Excel Tables and name cell ranges; Perform calculations and other operations on cell data using Formulas and Functions; use formula auditing tools to fix errors; and perform What-If Analysis on data using Scenarios, Goal Seek and Solver; Enable Data Validation, Conditional Formatting, Outlines, Grouping and Subtotals; protect workbooks/worksheets with passwords; save files as templates or other formats.

3. Analyze and present worksheet data

- Enhance visual communication in Excel workbooks by inserting and modifying graphic elements such as shapes, text boxes, WordArt text, ClipArt, pictures, SmartArt diagrams and charts and Sparklines; Analyze worksheet or external data dynamically using PivotTables and PivotCharts created from scratch or recommended by Excel 2019.

4. Collaborate, Export, Print and Automate Excel 2019 with Comments, Track Changes, Consolidation, Macros and Excel 2019 UserForms.

- Preview and print entire Excel 2019 worksheets or only selected section; label printed worksheet pages with headers and footers; Ease navigation with hyperlinks; Collaborate with colleagues using Excel 2019 tools such as comments, consolidation and track changes; Work with other Microsoft Office programs by including Office documents in Excel 2019 workbooks; including Workbooks in other Office documents; and pasting charts into other documents; Work with the Macro security settings, Trusted Sources, the Macro recorder and VBA Editor and Excel 2019 User Forms with lists, text / combo boxes and spin buttons.

Assessment Criteria

In order to achieve Learning Outcome...	The Learner must...
1. Create Basic Excel 2019 spreadsheets	– Construct cell data; Merge and split cells; Hide and unhide rows, columns and sheets; Create and apply cell styles, themes, borders, and Excel 2019 Tables.
1. Select or compose appropriate formulas and functions	– Create formulas and enforce operator precedence; Apply cell references, named ranges and conditional logic in a formula; Audit formulas and trace errors.
2. Analyze and present worksheet data	– Create Charts, Sparklines, PivotTables and PivotCharts based on worksheet data; Use Conditional Formatting; Apply and manipulate illustrations and Smart Art.
3. Collaborate, Export, Print and Automate Excel 2019	– Setup Excel content for printing; Apply protection and sharing properties to workbooks and worksheets; Create and manipulate Excel Macros

Essential Learning Resources:

Textbook

Excel 2019 in easy steps

Websites

www.microsoft.com/learning