

# COURSE OVERVIEW

**Course Name:**  
Microsoft Excel 2019:  
Essentials

**COURSE DURATION: 1 Day**

**Gauteng:**

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## COURSE OVERVIEW

With the amount of available data growing daily, the ability to make sense of all that data is becoming more and more challenging. Excel can help you organize, calculate, analyse, revise, update, and present your data in ways that will help the decisionmakers. It will also make these tasks much easier for you to accomplish, and in much less time.

## COURSE OBJECTIVES

This course will provide you with a foundational Excel knowledge and skills.

You will

- Navigate the Excel user interface.
- Create and save workbooks.
- Perform calculations.
- Modify a worksheet.
- Format cell content.
- Print a worksheet.
- Manage workbooks.

## COURSE OUTLINE

### **Lesson 1: Getting Started with Microsoft Office Excel 2019**

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

### **Lesson 2: Performing Calculations**

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

### **Lesson 3: Modifying a Worksheet**

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

### **Lesson 4: Formatting a Worksheet**

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Create and Use Templates

### **Lesson 5: Printing Workbooks**

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

### **Lesson 6: Managing Workbooks**

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

**Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200**

**Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201**

**Appendix C: Microsoft Office Excel 2019 Common Keyboard Shortcuts**

**Appendix D: Basic Excel Customization**

**Appendix E: Adding Borders and Colours to Worksheets**

**Appendix F: Working with Graphical Objects**

**Appendix F: Internationalizing Workbooks**