

Ref : EB31-510

# Excel 2019

From essential to advanced skills

## Aim

Discover Excel 2019 and Office 365 versions and master all its features. From the essential to the advanced commands, this training programme, organised by topic, will make it possible for you to progress in all themes of the application (entering and formatting data, formula for simple and advanced calculations, charts, managing long tables, pivot tables and advanced tools...).

Target audience	Level required	Estimated time to complete the essential modules
Any user who wishes to discover or deepen their knowledge of Excel's features.	No prior knowledge of Excel is necessary. However, some use of the software may make it possible to progress faster.	14h 50min (the video sequences last 2 to 5 minutes, on average)

## Course content

### ► The essential modules

#### Excel 2019 – Level 1: Essential skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 5 additional resources.

#### Get started in Excel

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Column width/row height
- You need to know: Saving files
- Saving a workbook
- Modifying the contents of a cell
- Creating a new workbook

#### Set out your first Excel calculations

- Entering a calculation formula
- Calculating a sum and other basic functions
- Calculating a percentage
- Reproducing data in adjacent cells

**Look good with easy formatting**

- Simple numerical formats
- Applying a theme
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders

**Print an attractive document**

- Page layout
- Print preview and printing
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

**Increase your efficiency**

- Using Excel Help
- Checking spelling
- Find and replace
- Zoom
- Inserting/deleting rows, columns and cells
- Moving cells
- Copying to non-adjacent cells
- Copying cell format quickly
- Merging cells
- Orientation of cell contents
- Cell styles
- Sorting data

**Multiple worksheets and various views**

- Sheet name, tab colour
- Inserting and deleting sheets, sheet background
- Moving, copying, hiding sheets
- Splitting the window, freezing a column/row
- Repeating rows/columns on printed pages
- Hiding elements of a sheet
- Summarising data with an outline

Excel 2019 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 60 training videos, 60 exercises and 5 additional resources.

**Move on to more complex tables**

- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculation functions
- Control date, date formats
- Simple conditions
- Custom formats
- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions



**Let charts explain your data**

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting items in a chart
- Adding and removing items
- Formatting chart items
- Modifying a chart's text items
- Legend and plot area
- Printing and page layout of a chart

**Create striking charts**

- Modifying data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a 2D map type chart
- Creating a sparkline
- Managing sparklines

**Illustrate your data**

- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

**Database functionality with an Excel table**

- You need to know: Flash Fill
- Subtotal rows
- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations in a data table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: The criteria range
- Criteria ranges
- Copying rows filtered using a criteria range
- Statistics with a criteria range

**See your data from a different angle: pivot tables and charts**

- You need to know: Pivot tables and charts
- Creating a pivot table
- Modifying and adding calculations to a pivot table
- Changing a pivot table's source
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Formatting a pivot table
- Filtering a pivot table
- Filtering using slicers
- Creating a pivot table based on several tables
- Adding calculated fields or elements
- Grouping data
- Pivot charts

## Excel 2019 – Level 3: Advanced skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 42 training videos, 42 exercises and 5 additional resources.

#### Grasped the basics? Take the next step

- Converting data
- Creating a data series
- Custom views
- Attaching a comment to a cell
- Detecting errors
- Evaluating formulas
- The Watch Window

#### Find the right function for your calculation

- Lookup functions
- Text functions
- Time calculations
- Date calculations
- Conditions with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

#### Discover unexpected features

- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- You need to know: Styles and templates
- Creating and customising a theme
- Creating and working with templates
- You need to know: Importing and exporting data with Excel
- Modifying and deleting templates
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties

#### Share and collaborate effectively


- Protecting workbooks
- Protecting specific cells
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook
- Digital signatures
- Creating a form
- Protecting and using a form

#### Find out more...


- Macros
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: Best practices with a spreadsheet application
- You need to know: Collaborative work

## Office 2019: use cases

Excel, Word or PowerPoint with an Office 365 subscription


 Video	<p>This module offers to view a video lasting 22 minutes.</p> <ul style="list-style-type: none"> <li>• The Office suite with or without an Office 365 subscription: what are the differences?</li> <li>• Creating and saving Office files in OneDrive, SharePoint Online or Teams</li> <li>• Editing an Office file from OneDrive, SharePoint or Teams</li> <li>• Sharing Office files with other contributors or people from outside your organisation</li> <li>• Co-editing a file</li> </ul>
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## Excel 2019: use cases

 Video	<p>This module offers to view a video lasting 55 minutes.</p> <p><b>Implementing quality control</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Setting up the statistical formulas</li> <li>• Preparing the chart's setup</li> <li>• Setting up the control chart</li> <li>• Improving the control chart</li> <li>• Conclusion</li> </ul> <p><b>Analysing a library's attendance levels</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Creating the Attendance evolution chart</li> <li>• Creating the pivot tables</li> <li>• Conclusion</li> </ul> <p><b>Monitoring the budget</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Creating the pivot tables</li> <li>• Creating the pivot charts</li> <li>• Creating the scoreboard</li> <li>• Conclusion</li> </ul> <p><b>Minimising costs</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Setting up the formulas</li> <li>• Solving the problem with the Solver</li> <li>• Conclusion</li> </ul>
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### ► Complementary material

Excel 2019 and Office 365 versions – Reference book

 Online book	<p>This module includes digital course material.</p>
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