Ref : EB31-505

# Excel 2019

## Mastering the essentials

**Aim**

*Discover Excel 2019 and Office 365 versions, master data entry and formula, determine the format and layout of your tables and charts. You will learn how to manage long tables by filtering and sorting and you will be able to synthetize data using pivot tables.*

| Target audience | Level required | Estimated time<br>**to complete the essential modules** |
|---|---|---|
| Any beginners or users with basic knowledge who wish to master Excel's essential commands. | No knowledge of Excel is necessary. The user just needs to be acquainted with using the keyboard and mouse. | 10h 55min<br>*(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. |
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**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

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## Office 2019: use cases
### Excel, Word or PowerPoint with an Office 365 subscription

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| **Video** | This module offers to view a video lasting 22 minutes. |
| | • The Office suite with or without an Office 365 subscription: what are the differences?<br>• Creating and saving Office files in OneDrive, SharePoint Online or Teams<br>• Editing an Office file from OneDrive, SharePoint or Teams<br>• Sharing Office files with other contributors or people from outside your organisation<br>• Co-editing a file |

## Excel 2019: use cases

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| **Video** | This module offers to view a video lasting 55 minutes. |

**Implementing quality control**
- Introduction
- Setting up the statistical formulas
- Preparing the chart's setup
- Setting up the control chart
- Improving the control chart
- Conclusion

**Analysing a library's attendance levels**
- Introduction
- Creating the Attendance evolution chart
- Creating the pivot tables
- Conclusion

**Monitoring the budget**
- Introduction
- Creating the pivot tables
- Creating the pivot charts
- Creating the scoreboard
- Conclusion

**Minimising costs**
- Introduction
- Setting up the formulas
- Solving the problem with the Solver
- Conclusion

## ‣ **Complementary material**

## Excel 2019 and Office 365 versions – Reference book

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| **Online book** | This module includes digital course material. |

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# Excel 2019 – Level 3: Advanced skills

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