Réf : EB31-530

# Excel 2019

## Getting started

**Aim**

*This course aims to provide you with the basics in order to create tables autonomously: discover the Excel spreadsheet, input data, perform easy calculations, format the table and manage the workbook. After taking the course, you will be able to easily and quickly create a basic data table.*

| **Target audience** | **Level required** | **Estimated time to complete the essential modules** |
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| Any user who wishes to discover or deepen Excel's basics. | No prior knowledge of Excel is necessary. | 2h 45min (the video sequences last 2 to 5 minutes, on average) |

# Course content

## ▸ **The essential modules**

## Excel 2019 – Table creation basics

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| **MEDIAplus eLearning** | This module offers interactive training consisting of 27 training videos, 27 exercises and 5 additional resources. |

**Get started in Excel**
- You need to know: About your spreadsheet application
- Overview of the environment
- Zoom
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- Modifying the contents of a cell
- Using Excel Help

**Copying and moving, clearing**
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Reproducing data in adjacent cells
- Moving cells
- Copying to non-adjacent cells

**Set out your first Excel calculations**
- Entering a calculation formula
- Calculating a sum and other basic functions
- Calculating a percentage
- Absolute reference in a formula
- You need to know: Calculation functions
- Multiple cell ranges and calculations in functions

**Format the table**
- Column width/row height
- Inserting/deleting rows, columns and cells
- Simple numerical formats
- Formatting characters
- Character font and size
- Aligning cell contents

**Managing and printing the workbook**
- You need to know: Saving files
- Saving a workbook
- Creating a new workbook
- Opening a workbook
- Page layout
- Print preview and printing

## 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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