Réf : EB31-531

Excel 2019

Finalising tables: formatting and printing

Aim

This course aims to teach advanced formatting and how to manage its printing. After taking this course, you will be able to properly finalise all types of data tables.

| Target audience | Level required | Estimated time
to complete the essential modules |
|---|---|---|
| Any user who wishes to discover or deepen Excel's basics. | No prior knowledge of Excel is necessary | 4 h 13
(the video sequences last 7 minutes, on average) |

Course content

▸ The essential modules

Excel 2019 – Formatting tables

MEDIAplus eLearning	This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.

Format your data
- Simple numerical formats
- Control date, date formats
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders
- Copying cell format quickly
- Merging cells
- Orientation of cell contents
- Cell styles

Edit the spreadsheets
- Column width/row height
- Inserting/deleting rows, columns and cells
- Sheet name, tab colour
- Inserting and deleting sheets, sheet background
- Moving, copying, hiding sheets

Improve table formatting
- Displaying several lines of data in one cell
- Custom formats
- Hiding elements of a sheet
- Applying a conditional format
- Managing conditional formats
- Applying a theme
- Creating and customising a theme
- You need to know: Styles and templates
- Creating and working with templates
- Modifying and deleting templates

Excel 2019 – Printing tables

MEDIAplus
eLearning

This module offers interactive training consisting of 6 training videos, 6 exercises and 1additional resource.

Print your tables
- Page layout
- Print preview and printing
- Repeating rows/columns on printed pages
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

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

Vidéo

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

▶ **Complementary material**

Excel 2019 and Office 365 versions – Reference book

Online book

This module includes digital course material.

www.eni-elearning.com

Excel 2019 – Table creation basics

MEDIAplus eLearning

This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.

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