

# Excel 2019 for Users

## Part 1: Create and format workbooks

- Chapter 1: Set up a workbook
- Chapter 2: Work with data and Excel tables
- Chapter 3: Perform calculations on data
- Chapter 4: Change workbook appearance

## Part 2: Analyze and present data

- Chapter 5: Manage worksheet data
- Chapter 6: Reorder and summarize data
- Chapter 7: Create charts and graphics
- Chapter 8: Use PivotTables and PivotCharts

**Coverage of course contents will depend upon prior knowledge of the participant.**