

## **Microsoft-Excel 2016/2019**

### **Module 1: Creating a Microsoft Excel Workbook**

This module explains how to create and start working with workbooks and worksheets.

Topics: • Starting Microsoft Excel

- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook
- Ribbons & Groups

### **Module 2: Entering Data in Microsoft Excel Worksheets**

This module explains how to enter data in Microsoft Excel worksheets

Topics: Entering Text

- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- t • Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

### **Module 3: Using Formulas in Microsoft Excel**

This module explains how to work with formulas in Microsoft Excel

Topics:

- Math Operators and the Order of Operations
- Entering Formulas

- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References
- Working with Formulas

#### **Module 4: Working with Rows and Columns**

This module explains how to work with rows and columns in Microsoft Excel.

Topics: • Inserting Rows and Columns

- Deleting Rows and Columns
- Transposing Rows and Columns
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Freezing Panes
- Working with Rows and Columns

#### **Module 5: Finalizing Microsoft Excel worksheets**

This module explains how to finalize Microsoft Excel worksheets

Topics: • Setting Margins

- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers
- Preparing to Print

#### **Module 6: Advanced Excel Functions**

This module explains how to work with images in Microsoft Word.

Topics: • Using Named Ranges in Formulas

- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function

- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, Right, Mid

### **Module 7: Data Tools**

This module explains how to manage Data Tools

Topics: • Converting a List to a Table

- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

### **Module 8: Visualizing your Data**

This module explains how to Visualize Data in Excel

Topics: • inserting Charts

- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects

### **Module 9. Advance tools**

This module explains how to work with Advance tools in Excel

- Pivot table
- Lookup
- Flash Fill
- Remove Duplicates
- Consolidate
- Conditional Formatting