

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Excel 2016 / 2019

Learn to build Excel workbooks, apply formulas and functions, manage data, and create charts and pivot tables.

9

MODULES

67

TOPICS

COURSE OVERVIEW

This course covers creating and managing Excel workbooks and worksheets, then entering data using tools such as AutoComplete and the Fill Handle. It explains how to build formulas and functions, including relative, absolute and mixed cell references, and how to work with rows and columns. It covers finalising worksheets for printing, and advanced functions such as IF, PMT, LOOKUP, CONCAT and TRANSPOSE. It also covers data tools such as tables, sorting and filtering, visualising data with charts, and advanced tools including pivot tables, flash fill and conditional formatting.

WHO THIS COURSE IS FOR

Excel Users

Data Analysts

Office Administrators

Business Professionals

Report Preparers

LEARNING OBJECTIVES

- Create and manage Excel workbooks and worksheets
- Enter and format data using AutoComplete and the Fill Handle
- Apply formulas using relative, absolute and mixed references
- Insert and adjust rows, columns and frozen panes
- Prepare worksheets for printing with headers and footers
- Apply advanced functions such as IF, LOOKUP and CONCAT
- Manage lists using tables, sorting, filtering and subtotals
- Build pivot tables and apply conditional formatting

9 Modules, 67 Topics

01

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

02

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
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

03

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

04

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

05

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

06

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

07

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

08

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

09

Advance Tools

This module explains how to work with Advance tools in Excel

TOPICS

Pivot Table · Lookup · Flash Fill · Remove Duplicates · Consolidate · Conditional Formatting

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com