

KOENIG SOLUTIONS • COURSE OUTLINE

Excel Introduction Level

Learn to create, format, edit and print basic Microsoft Excel 2019 worksheets and workbooks.

8 Hours

DURATION

10

MODULES

73

TOPICS

23

HANDS-ON LABS

COURSE OVERVIEW

In this course you will learn the necessary skills to create, edit, format, and print basic Microsoft Excel 2019 worksheets.

WHO THIS COURSE IS FOR

This course is intended for students who have little or no familiarity with Microsoft Excel 2019 or more experienced Excel users who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Create, save and organise Microsoft Excel workbooks and worksheets
- Navigate the Ribbon, Backstage view and Quick Access Toolbar
- Enter text, numbers, dates and hyperlinks into worksheets
- Format worksheets using fonts, alignment, colours and themes
- Apply formulas and functions using relative and absolute references
- Insert, delete, resize and freeze rows and columns
- Edit worksheets using Find and Replace, Clipboard and Format Painter
- Prepare worksheets for printing with margins, headers and page setup

10 Modules, 73 Topics

01

Lab

Creating a Microsoft Excel Workbook

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

LESSONS

- 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

02

3 Labs

The Ribbon

This module explains how to work with the Ribbon.

LESSONS

Tabs · Groups · Commands

03

3 Labs

The Backstage View (The File Menu)

This module explains how to work with the Backstage View.

LESSONS

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

04**Lab**

The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar.

LESSONS

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

05**3 Labs**

Entering Data in Microsoft Excel Worksheets

This module explains how to enter data in Microsoft Excel worksheets.

LESSONS

- 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

06**5 Labs**

Formatting Microsoft Excel Worksheets

This module explains how to format Microsoft Excel worksheets.

LESSONS

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colors and Themes
- Adding a Watermark
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

07

Lab

Using Formulas in Microsoft Excel

This module explains how to work with formulas in Microsoft Excel.

LESSONS

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

08

Lab

Working with Rows and Columns

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

LESSONS

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

09

4 Labs

Editing Worksheets

This module explains how to edit worksheets in Microsoft Excel.

LESSONS

Find · Find and Replace · Using Find and Replace · Using the Clipboard · Using Format Painter · Managing Comments

10

Lab

Finalizing Microsoft Excel Worksheets

This module explains how to finalize Microsoft Excel worksheets.

LESSONS

- 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

Practise What You Learn

#	MODULE	ACTIVITY
01	Creating a Microsoft Excel Workbook	Creating a Microsoft Excel Workbook
02	The Ribbon	■ The Ribbon Exercises ■ Open a Workbook ■ Select, Open, and Save a Template Agenda
03	The Backstage View (The File Menu)	■ Backstage View Exercises ■ Print a Worksheet ■ Open a Workbook
04	The Quick Access Toolbar	Customize the Quick Access Toolbar
05	Entering Data in Microsoft Excel Worksheets	■ Entering Data Exercises ■ Entering Text and Using AutoComplete ■ Entering Numbers and Dates
06	Formatting Microsoft Excel Worksheets	■ Formatting Worksheets Exercises ■ Customize a Workbook Using Tab Colors and Themes ■ Working with Font Group Commands ■ Working with Alignment Group Commands ■ Working with Number Group Commands
07	Using Formulas in Microsoft Excel	Working with Formulas
08	Working with Rows and Columns	Working with Rows and Columns
09	Editing Worksheets	■ Editing Worksheets Exercises ■ Using Find and Replace ■ Using the Clipboard ■ Using Format Painter
10	Finalizing Microsoft Excel Worksheets	Preparing to Print

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

ABOUT 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.

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