



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2019: Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist: Excel Associate and or Expert (Excel 365 and Excel 2019) —

Exams: MO-200 & MO-201: Microsoft Excel

Course Description

Microsoft Office Excel can help persons organize, calculate, analyse, revise, update, and present their data in ways that will help the decision-makers in their organization steer them in the right direction. It will also make these tasks much easier for persons to accomplish, and in much less time, than if they had used traditional pen-and-paper methods or non-specialized software. This course aims to provide participants with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

Target Audience

This course is intended for:

- Individuals who wish to gain a foundational understanding of Microsoft Office Excel 2019 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To attend this course, candidates must have:

- Completed the following course or possess equivalent knowledge:
 - Using Microsoft® Windows® 10



Exam Details

Exam Code:	• MO-200/MO-201
Length of Exam:	• 40-60
Number of Questions:	• 90 Minutes
Passing Score:	• 70%
Question Format:	• Multiple Choice & Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Get started with Microsoft Office Excel 2019.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Course Topics

Module 1: Getting Started with Excel 2019

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Module 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions



Course Topics *Continued*

Module 3: Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Module 4: Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Module 5: Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Module 6: Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

ACTIVITIES INCLUDED