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## Course Information and Outline

MOS-009 - 4 Day Excel 2019/365 Course

### Course Information

<b>Duration:</b> 4 days	<b>Recommended Prerequisites:</b> Computer literacy
<b>Certificate of training:</b> StellieTech Certificate of Completion	<b>Assessment:</b> International MOS Certification (Optional)
<b>Dates &amp; Times:</b> Dates are available every week (Mon – Sat). 09:00 – 16:00	<b>Venue:</b> Online – You will need access to a computer with internet access and MS Excel installed.
<b>Overview:</b> This course covers all the content of Microsoft Office Excel 2019 needed to become internationally certified. The course also aims to help with the navigation of Excel within the office 2019 and 365 environment.	<b>Course Objectives:</b> <ul style="list-style-type: none"> <li>• Understand the most important features of Microsoft Excel.</li> <li>• Gain confidence required to complete excel tasks work on your own.</li> </ul>

### Course Outline

#### Introduction to Excel 2019/365

- About This Course

#### Import Data and Navigate Workbooks

- Import Data from Text Files
- Import Data from CSV Files
- Search for Data
- Navigate to Workbook Elements

#### Format worksheets and Workbooks

- Modify Page Setup
- Adjust Row Height and Column Width.
- Customize Headers and Footers

#### Customize Options and Views

- Customize the Quick Access Toolbar
- Explore Workbook Views
- Freeze Rows and Columns
- Change Window View
- Modify Basic Workbook Properties

- Display Formulas

#### Configure Content for Collaboration.

- Set a Print Area
- Save in Alternative File Formats
- Configure Print Settings
- Inspect Workbook for Issues.

#### Manipulate Data in Worksheets

- Use Special Paste Options
- Use Autofill to Fill Cells
- Insert and Delete Rows and Columns
- Insert and Delete Cells

#### Format Cells and Ranges

- Merge and Unmerge Cells
- Alignment, Orientation, and Indentation
- Use the Format Painter
- Wrap Text Within Cells
- Apply Number Formats

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### MOS-009 - 4 Day Excel 2019/365 Course

- Apply Cell Formats
- Apply Cell Styles
- Clear Cell Formatting

#### Define and Reference Named Ranges; Summarize Data Visually

- Define a Named Range
- Name a Table
- Insert Sparklines
- Apply Built-In Conditional Formatting
- Remove Conditional Formatting

#### Create and Format Tables

- Create Excel Tables
- Apply Table Styles
- Convert Tables to Cell Ranges

#### Modify, Filter, and Sort Table Data

- Add or Remove Table Rows or Columns
- Configure Table Style Options
- Insert and Configure Total Rows
- Filter Records Sort Data by Multiple Columns

#### Calculations with Formulas and Functions

- Relative, Absolute, and Mixed References
- Use Named Ranges and Tables in Formulas
- Use AVERAGE, SUM, MIN, and MAX
- Use COUNT, COUNTA, and COUNTBLANK
- Use the IF Function

#### Use Text Functions

- Use RIGHT, LEFT, and MID
- User UPPER, LOWER, and LEN
- Use CONCAT and TEXTJOIN

#### Create and Modify Charts

- Create Charts
- Create Chart Sheets
- Add Data Series to Charts
- Switch Source Data
- Add and Modify Chart Elements

#### Format Charts

- Format Charts
- Apply Chart Layouts Apply Chart Styles Add Alternative Text
- Move Charts to a Chart Sheet

#### Conclusion

- Course Ending