

Excel 2019 Beginner Part 2

Objective:

Mastering the basic features of Excel to create a simple spreadsheet from the design phase to the printing process.

Code : EX-027B2

Duration : 3 Hours

Prerequisite:

Excel Beginner part 1 or

Functions:

- Creating a formula using functions;
- Using the SUM function;

Adding a range of data using the instant data analysis tools;

- Using Statistical functions;
- Changing the format of cells.

Spreadsheet Management:

- Changing the width of a column;
- Changing the height of a row;
- Inserting or deleting cells;
- Inserting or deleting rows or columns;
- Hiding rows or columns.

Formatting Data:

- Modifying the alignment;
- Formatting characters;
- Adding borders;
- Applying shades to cells;
- Using conditional formatting;
- Copying and pasting formatting.

Page Layout and Printing:

- Using the Print Preview feature;
- Modifying the page layout options;
- Using the Page Layout view;
- Editing page breaks;
- Defining the print area;

Printing a spreadsheet