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Microsoft Excel 2019

Module 1: Beginner

- 1.0 Intro
- 1.1 The Ribbon
- 1.2 Saving Files
- 1.3 Entering and Formatting Data
- 1.4 Printing from Excel & Using Page Layout View
- 1.5 Formulas Explained
- 1.6 Working with Formulas and Absolute References
- 1.7 Specifying and Using Named Range
- 1.8 Correct a Formula Error
- 1.9 What is a Function
- 1.10 Insert Function & Formula Builder
- 1.11 How to Use a Function- AUTOSUM, COUNT, AVERAGE
- 1.12 Create and Customize Charts

Module 2: Intermediate

- 2.0 Recap
- 2.1 Navigating and editing in two or more worksheets
- 2.2 View options - Split screen, view multiple windows
- 2.3 Moving or copying worksheets to another workbook
- 2.4 Create a link between two worksheets and workbooks
- 2.5 Creating summary worksheets
- 2.6 Freezing Cells
- 2.7 Add a hyperlink to another document
- 2.8 Filters
- 2.9 Grouping and ungrouping data
- 2.10 Creating and customizing all different kinds of charts
- 2.11 Adding graphics and using page layout to create visually appealing pages
- 2.12 Using Sparkline formatting
- 2.13 Converting tabular data to an Excel table
- 2.14 Using Structured References
- 2.15 Applying Data Validation to cells
- 2.16 Comments - Add, review, edit
- 2.17 Locating errors

Module 3: Advanced

- 3.1 Recap
- 3.2 Conditional (IF) functions
- 3.3 Nested condition formulas

- 3.4 Date and Time functions
- 3.5 Logical functions
- 3.6 Informational functions
- 3.7 VLOOKUP & HLOOKUP
- 3.8 Custom drop down lists
- 3.9 Create outline of data
- 3.10 Convert text to columns
- 3.11 Protecting the integrity of the data
- 3.12 What is it, how we use it and how to create a new rule
- 3.13 Clear conditional formatting & Themes
- 3.14 What is a Pivot Table and why do we want one
- 3.15 Create and modify data in a Pivot Table
- 3.16 Formatting and deleting a Pivot Table
- 3.17 Create and modify Pivot Charts
- 3.18 Customize Pivot Charts
- 3.19 Pivot Charts and Data Analysis
- 3.20 What is it and what do we use it for
- 3.21 Scenarios
- 3.22 Goal Seek
- 3.23 Running preinstalled Macros
- 3.24 Recording and assigning a new Macro
- 3.25 Save a Workbook to be Macro enabled
- 3.26 Create a simple Macro with Visual Basics for Applications (VBA)
- 3.27 Outro