A. Sessions Flexibility:

Trainingz4u offers complete flexibility on sessions and can arrange sessions tailor made as per your requirements.

B. Target Audience:

Since in this course you learn about excel basics, creating, editing, formatting, printing and working with excel 2019, the audience are those who have very little or no familiarity with excel or those who wish to use this as a brush up for intricate topics.

C. Coverage:

1. **Pre Assessment Test**

2. **Basic Introduction:-**
   a. Introduction of Excel
   b. Starting Microsoft Excel
   c. Creating a Workbook
   d. Saving a Workbook
   e. The Status Bar
   f. Adding and Deleting Worksheets
   g. Copying and Moving Worksheets
   h. Changing the Order of Worksheets
   i. Splitting the Worksheet Window
   j. Closing a workbook

3. **Working with Ribbon**
   a. Work with tabs.
   b. Work with groups.
   c. Work with commands.

4. **Backstage View**
   a. Introduction to the Backstage View
   b. Opening a Workbook
   c. Open a Workbook
   d. New Workbooks and Excel Templates

  e. Select, Open and Save a Template Agenda
  f. Printing Worksheets
  g. Print a Worksheet
  h. Adding Your Name to Microsoft Excel

5. **Entering Data & Basic Functions:**
  a. Entering Text
  b. Adding and Deleting Cells
  c. Adding a Hyperlink
  d. Add WordArt to a Worksheet
  e. Using AutoComplete
  f. Entering Text and Using AutoComplete
  g. Entering Numbers and Dates
  h. Using the Fill Handle

6. **Formatting Worksheets:-**
  a. Understand various ways you can format Microsoft Excel worksheets.
  b. Select a range of cells within a worksheet.
  c. Hide worksheets.
  d. Add color to workbook tabs.
  e. Add themes to worksheets.
  f. Bold, italicize and underline text.
  g. Add borders to cells.
  h. Change text and cell colors.
  i. Change the font and font size.
  j. Align text.
  k. Wrap text.
  l. Indent text.
  m. Merge and center text.
  n. Change number formats.
  o. Change date formats.
  p. Show decimals.
  q. Inserting Rows and Columns
  r. Deleting Rows and Columns
  s. Transposing Rows and Columns
  t. Setting Row Height and Column Width
  u. Hiding and Unhiding Rows and Columns
  v. Freezing Panes

7. **Basic Mathematical Formulas**

  a. Mathematical Formulae – sum, average, count, min, max functions
  b. Linking data

8. **Editing Worksheets:-**
   a. Find
   b. Find and Replace
   c. Using Find and Replace
   d. Using the Clipboard
   e. Using Format Painter
   f. Managing Comments

9. **Other Important Functions**

   a. Setting Margins
   b. Setting Page Orientation
   c. Setting the Print Area
   d. Print Scaling (Fit Sheet on One Page)
   e. Printing Headings on Each Page/Repeating Headers and Footers
   f. Headers and Footers
   g. Preparing to Print

D. Editions / Changes to any topic

We shall be happy to incorporate any change or edition in topic is possible with one week prior intimation.

E. Demo Classes (Technical Demo)

We shall be happy to conduct a trial (demo class) for you covering any of the above stated topics.