Microsoft Excel 2019 Compact (E19K)

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This training includes:

- Microsoft Excel 2019 for Beginners (E19E)
- Microsoft Excel 2019 for Advanced Users (E19F)

Course Overview

Learn with this compact course quickly and without ballast, how you can easily perform calculations with Excel and create meaningful tables and charts. Supported by easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Excel.

Already on the first pages you will learn all the basic aspects of Excel with the help of an easy-to-follow example, e.g. entering, calculating and formatting data, creating descriptive diagrams and saving and printing tables. Thus, after the first chapter, you will not only have understood the basics of working with Excel, but also experienced them in practice.

After this quick sense of achievement and the basic overview of the possibilities of Excel, you will gradually learn all Excel features that can be of importance in later practice - from the use of formulas and functions to sorting and filtering. In this way, you can easily expand your Excel skills step by step according to your personal requirements. In addition, "Excel 2019 - Basic course compact" also provides you with valuable services as a quick reference book time and again.

- Basics of table editing
- Format cells
- Working with formulas and functions
- Create diagrams
- Manage and print workbooks
- Sort and filter data

Tailored to the learning topics in "Excel 2019 - Basic course compact", with BuchPlus you receive a comprehensive, digital media package with learning videos, accompanying files, knowledge tests, further exercises, additional learning content and quick overviews of the most important commands.

Course Content

Microsoft Excel 2019 for Beginners

- 1 Get to know Excel
- 2 Basic techniques
- 3 Working with formulas
- 4 Format cells
- 5 Fill, Copy and Move
- 6 Edit table view and structure
- 7 Working with simple functions
- 8 Create and design diagrams
- 9 Print tables with individual settings
- 10 Use workbooks effectively
- 11 Sort and filter data

Microsoft Excel 2019 Advanced

- 1 Names
- 2 Using special functions
- 3 Perform time calculations
- 4 Edit diagrams individually
- 5 Working professionally with diagrams
- 6 Combine and consolidate data
- 7 Create Pivot Tables
- 8 Import or export data
- 9 Creating Queries with Power Query
- 10 Special design options
- 11 Table areas
- 12 Set up Excel individually

Detailed Course Outline

Microsoft Excel 2019 for Beginners

1 Get to know Excel

- 1.1 What is Excel
- 1.2 Excel starten
- 1.3 Enter and calculate data
- 1.4 Format data

- 11.6 Filter by formatting
- 11.7 Exercise

Microsoft Excel 2019 Advanced

1 Names

- 1.1 Basic knowledge of names
- 1.2 Set names
- 1.3 Insert names in formulas
- 1.4 Useful techniques when using names
- 1.5 Manage names
- 1.6 Exercise
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2 Using special functions

- 2.1 Creating nested functions
- 2.2 Working with the What-If Function
- 2.3 Using Nested What-If Functions
- 2.4 Use of the WENNS function
- 2.5 SVERWEIS und WVERWEIS
- 2.6 Useful mathematical functions
- 2.7 Exercises

3 Perform time calculations

- 3.1 Basic knowledge of time calculations
- 3.2 Working with date and time functions
- 3.3 Practical applications
- 3.4 Exercise

4 Edit diagrams individually

- 4.1 Basic knowledge of diagram editing
- 4.2 Selecting and editing diagram elements
- 4.3 Formatting diagram elements
- 4.4 Labeling diagrams
- 4.5 Labeling data series or data points
- 4.6 Change content/formatting of labels
- 4.7 Changing the diagram display or structure
- 4.8 Printing diagrams
- 4.9 Exercise

5 Working professionally with diagrams

- 5.1 Formatting the label of the value axis
- 5.2 Changing the division of the value axis
- 5.3 Format category axis
- 5.4 Show secondary axis
- 5.5 Show trend lines
- 5.6 Display error indicators for data series
- 5.7 Diagram templates
- 5.8 Exercise

6 Combine and consolidate data

- 6.1 Combining data
- 6.2 Basic knowledge of table consolidation
- 6.3 Consolidate data with formulas
- 6.4 Consolidate data by position
- 6.5 Consolidate data by heading
- 6.6 Edit consolidation results
- 6.7 Exercise

7 Create Pivot Tables

- 7.1 Basic knowledge of pivot tables
- 7.2 Create recommended pivot table from Excel data
- 7.3 Creating an individual pivot table from Excel data
- 7.4 Changing calculations in the value range
- 7.5 Using predefined report layouts and formats
- 7.6 Filtering data of a pivot table
- 7.7 Filtering Pivot Table Data Using Timelines
- 7.8 Create Pivot Table from External Data Source
- 7.9 Exercise

8 Import or export data

- 8.1 Access-Daten importieren
- 8.2 Import text files
- 8.3 Importing other foreign formats
- 8.4 Exporting Excel data
- 8.5 Exercise

9 Creating Queries with Power Query

- 9.1 Basic knowledge Power Query
- 9.2 Creating Queries with Power Query
- 9.3 Update or delete queries
- 9.4 Edit queries
- 9.5 Editing Query Criteria in the Power Query Editor
- 9.6 Create/add queries from multiple database tables
- 9.7 Exercise

10 Special design options

- 10.1 Basic knowledge of conditional formatting
- 10.2 Formatting cells depending on conditions
- 10.3 Displaying value distribution with conditional formatting
- 10.4 Basic knowledge of format templates
- 10.5 Working with style sheets
- 10.6 User-defined number formats
- 10.7 Formatcodes
- 10.8 Data check during input
- 10.9 Exercises

11 Table areas

- 11.1 Basic knowledge of table areas
- 11.2 Converting lists into table areas
- 11.3 Editing table areas
- 11.4 Sorting and evaluating table areas
- 11.5 Filtering table areas with data sections
- 11.6 Exercise

12 Set up Excel individually

- 12.1 Customizing the toolbar for access
- 12.2 Customizing the ribbon
- 12.3 Set other default working folder
- 12.4 Using document properties
- 12.5 Working with custom views
- 12.6 Exercise

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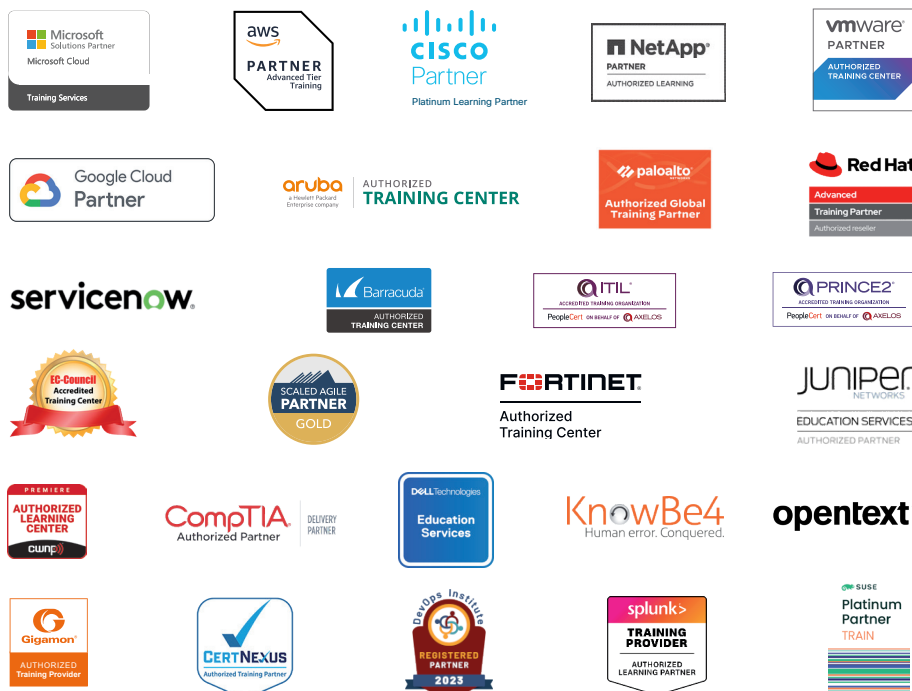
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