

## Microsoft Excel 365 Compact (E365K)

**ID E365K** **Price 1,290.—** €excl. tax **Duration 3 days**

This text was automatically translated. Please click [here](#) to read the original German version.

### This training includes:

- [Microsoft Excel 365 for Beginners \(E365E\)](#)
- [Microsoft Excel 365 for Advanced Users \(E365F\)](#)

### 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 365 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 365 for advanced users

- 1 Names
- 2 Structure tables
- 3 Link formatting to conditions
- 4 Monitor formulas and cell contents
- 5 Special filters
- 6 Excel databases
- 7 Combine and consolidate data
- 8 Create Pivot Tables
- 9 Customize Pivot Tables
- 10 Trend analyses, data tables, target value search
- 11 Solver
- 12 scenarios
- 13 Matrices
- 14 Different diagram types
- 15 Working professionally with diagrams
- 16 Design tables with illustrations
- 17 Importing or exporting data
- 18 Creating Queries with Power Query
- 19 Working in a team

### Detailed Course Outline

#### Microsoft Excel 365 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
- 1.5 Create diagram
- 1.6 Print table and diagram
- 1.7 Excel legs

## 2 Basic techniques

- 2.1 Excel windows at a glance
- 2.2 Using the ribbon
- 2.3 Field What would you like to do? use
- 2.4 Entering data in the spreadsheet
- 2.5 Entering date and time information
- 2.6 Modify and delete cell contents
- 2.7 Changing the column width or row height
- 2.8 Selecting cells
- 2.9 Undo actions
- 2.10 Print worksheets
- 2.11 Saving and closing workbooks
- 2.12 Creating and opening workbooks
- 2.13 Exercise

## 3 Working with formulas

- 3.1 Structure and input of formulas
- 3.2 SUM function
- 3.3 Inserting cell references by pointing in formulas
- 3.4 Edit formulas
- 3.5 Exercise

## 4 Format cells

- 4.1 Basic knowledge of formatting
- 4.2 Defining fonts and font properties
- 4.3 Aligning, indenting and rotating cell contents
- 4.4 Line breaks and merged cells
- 4.5 Using frames and lines
- 4.6 Assign fill color or pattern
- 4.7 Formatting numbers
- 4.8 Assign date and time formats
- 4.9 Formatting tips
- 4.10 Exercise

## 5 Fill, Copy and Move

- 5.1 Repeat and auto complete
- 5.2 Moving and copying with the mouse
- 5.3 Moving and copying using the clipboard
- 5.4 Using the fill-in function
- 5.5 Working with the flash preview

- 5.6 Relative, absolute and mixed references
- 5.7 Exercises

## 6 Edit table view and structure

- 6.1 Hiding or showing columns or rows
- 6.2 Inserting or deleting columns or rows
- 6.3 Insert or delete cells
- 6.4 Exercise

## 7 Working with simple functions

- 7.1 Structure and input of functions
- 7.2 Selection of simple functions
- 7.3 Calculating with simple functions
- 7.4 Using the function library
- 7.5 Exercise

## 8 Create and design diagrams

- 8.1 Basic knowledge of diagrams
- 8.2 Create recommended diagrams
- 8.3 Creating a diagram with a specific diagram type
- 8.4 Swapping the arrangement of the diagram data
- 8.5 Changing the size and position of a diagram object
- 8.6 Move diagram to a diagram sheet
- 8.7 Designing a diagram with a quick layout
- 8.8 Using chart format templates
- 8.9 Exercise

## 9 Print tables with individual settings

- 9.1 Checking print pages with the print preview
- 9.2 Making basic page layout settings
- 9.3 Set advanced print settings
- 9.4 Defining page breaks
- 9.5 Headers and footers
- 9.6 Defining column and row titles
- 9.7 Exercise

## 10 Use workbooks effectively

- 10.1 Working with workbooks
- 10.2 Moving and copying worksheets
- 10.3 Defining the display of the worksheets
- 10.4 Cell references to other spreadsheets
- 10.5 Cell references to other workbooks
- 10.6 Using links
- 10.7 Adding comments to tables
- 10.8 Protect workbooks
- 10.9 Protecting worksheets and cells
- 10.10 Exercises

## 11 Sort and filter data

- 11.1 Sorting tables
- 11.2 Sorting tables by formatting
- 11.3 Basic knowledge AutoFilter
- 11.4 Using predefined search criteria in AutoFilter
- 11.5 Using the AutoFilter list
- 11.6 Filter by formatting
- 11.7 Exercise

## Microsoft Excel 365 for advanced users

### 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

### 2 Structure tables

- 2.1 Create outlines
- 2.2 Working with structured tables
- 2.3 Remove outlines
- 2.4 Working with partial results
- 2.5 Exercises

### 3 Link formatting to conditions

- 3.1 Individual rules for conditional formatting
- 3.2 Displaying value distribution with graphical elements
- 3.3 Formatting cells depending on conditions
- 3.4 Display and edit rules
- 3.5 Working with multiple rules
- 3.6 Exercise

### 4 Monitor formulas and cell contents

- 4.1 Check formulas for errors
- 4.2 Monitor cell contents
- 4.3 Exercise

### 5 Special filters

- 5.1 Basic knowledge of special filters
- 5.2 Search criteria for the special filter
- 5.3 Using special filters
- 5.4 Exercise

### 6 Excel databases

- 6.1 Basic knowledge of Excel databases
- 6.2 Remove duplicates
- 6.3 Using database functions

- 6.4 Exercise

## 7 Combine and consolidate data

- 7.1 Combining data
- 7.2 Basic knowledge of table consolidation
- 7.3 Consolidate data with formulas
- 7.4 Consolidate data by position
- 7.5 Consolidate data by heading
- 7.6 Edit consolidation results
- 7.7 Exercise

## 8 Create Pivot Tables

- 8.1 Basic knowledge of pivot tables
- 8.2 Create recommended pivot table from Excel data
- 8.3 Creating an individual pivot table from Excel data
- 8.4 Changing calculations in the value range
- 8.5 Using predefined report layouts and formats
- 8.6 Filtering data of a pivot table
- 8.7 Filtering Pivot Table Data Using Timelines
- 8.8 Create pivot table from external data source
- 8.9 Exercise

## 9 Customize Pivot Tables

- 9.1 Changing the layout of a pivot table
- 9.2 Grouping data of a pivot table individually
- 9.3 Using special display options
- 9.4 Using calculated fields and elements
- 9.5 Additional partial results
- 9.6 PIVOT DATA ASSIGNMENT function
- 9.7 Updating data in a pivot table
- 9.8 Create PivotCharts
- 9.9 Changing properties of pivot tables
- 9.10 Changing the default layout of pivot tables
- 9.11 Exercises

## 10 Trend analyses, data tables, target value search

- 10.1 Data analysis with Excel
- 10.2 Basic knowledge trend analyses
- 10.3 Trend analyses
- 10.4 Determine/display trend on a forecast sheet
- 10.5 Trend analysis with the TREND function
- 10.6 Basic knowledge of data tables
- 10.7 Data table with one variable
- 10.8 Data table with two variables
- 10.9 Target value search
- 10.10 Exercise

## 11 Solver

- 11.1 Activate Add-In Solver

- 11.2 Basic knowledge solver
- 11.3 Calculating a specific target value
- 11.4 Defining constraints for the solver
- 11.5 Calculating the minimum or maximum target value
- 11.6 Using solver models
- 11.7 Solver reports
- 11.8 Exercise

## 12 scenarios

- 12.1 Basic knowledge of scenarios
- 12.2 Create and protect scenarios
- 12.3 Working with scenarios
- 12.4 Exercise

## 13 Matrizen

- 13.1 Basic knowledge of matrices
- 13.2 Creating matrix formulas
- 13.3 Edit matrix formulas
- 13.4 Matrix constants
- 13.5 Exercise

## 14 Different diagram types

- 14.1 Bar and column charts
- 14.2 Line and area diagrams
- 14.3 Circular and ring diagrams
- 14.4 Hierarchy diagrams
- 14.5 Statistics diagrams
- 14.6 Dot (XY) and bubble charts
- 14.7 Waterfall and rate diagrams
- 14.8 Funnel diagrams
- 14.9 Surface and network diagrams
- 14.10 Composite diagrams
- 14.11 Map diagrams
- 14.12 Exercise

## 15 Working professionally with diagrams

- 15.1 Formatting the label of the value axis
- 15.2 Changing the division of the value axis
- 15.3 Format category axis
- 15.4 Show secondary axis
- 15.5 Show trend lines
- 15.6 Display error indicators for data series
- 15.7 Diagram templates
- 15.8 Exercise

## 16 Design tables with illustrations

- 16.1 Basic knowledge of illustrations
- 16.2 Inserting illustrations
- 16.3 Editing illustrations

- 16.4 Formatting graphics and shapes
- 16.5 SmartArt graphics
- 16.6 Exercise

## 17 Importing or exporting data

- 17.1 Import Access data
- 17.2 Import text files
- 17.3 Importing other foreign formats
- 17.4 Exporting Excel data
- 17.5 Exercise

## 18 Creating Queries with Power Query

- 18.1 Basic knowledge Power Query
- 18.2 Creating Queries with Power Query
- 18.3 Update or delete queries
- 18.4 Edit queries
- 18.5 Editing Query Criteria in the Power Query Editor
- 18.6 Creating/adding queries from multiple database tables
- 18.7 Exercise

## 19 Working in a team

- 19.1 Basic knowledge of teamwork
- 19.2 Making workbooks available and sharing them online
- 19.3 Editing workbooks online in a team

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

## Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

## Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

## Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



**Worldwide Presence**  
with high-end training centers  
around the globe



**Multiple Awards**  
from vendors such as AWS,  
Microsoft, Cisco, Google, NetApp,  
VMware



**Experienced SMEs**  
with over 19.000 combined  
certifications

### Germany

**Fast Lane Institute for Knowledge  
Transfer GmbH**

Tel. +49 40 25334610

[info@flane.de](mailto:info@flane.de) / [www.flane.de](http://www.flane.de)

### Austria

**ITLS GmbH**

(Partner of Fast Lane)

Tel. +43 1 6000 8800

[info@itls.at](mailto:info@itls.at) / [www.itls.at](http://www.itls.at)

### Switzerland

**Fast Lane Institute for Knowledge  
Transfer (Switzerland) AG**

Tel. +41 44 8325080

[info@flane.ch](mailto:info@flane.ch) / [www.flane.ch](http://www.flane.ch)