

FastCourse Microsoft Excel 2019 & 365: Level 1

By Alex Scott

Table of Contents

Overview Chapter 1: Introducing Microsoft Office and Using Common Features

Introduction to Microsoft Office

What Devices Will Microsoft Office Work
What Storage Does Microsoft Office Provide?
Which Microsoft Office Should I Use?
What Are the Microsoft Office Apps?
Microsoft Accounts

Common Features in Microsoft Office Apps

The Ribbon
The Quick Access Toolbar
Common Features on the File Tab
Common Features on the Home Tab
Common Features on the Review Tab
Other Common Features

Excel Chapter 1: Tracking Customer Data

Introducing Excel

What Is a Worksheet?
Cell Ranges
Cell Selection and the Mouse Pointer

Entering and Editing Data

Completing Cell Entries
Navigating Around a Worksheet
Using AutoComplete to Enter Data
Rearranging Data in Excel

Adjusting Column Width and Row Height

Formatting Cells

Borders and Fill
Cell Alignment
Clear Formatting and Clear All

Working with Numbers and Dates

Negative Numbers
Date Entries

Entering a Series Using AutoFill

Printing Worksheets

Zoom Tools

Other Navigation Methods

Find
Go To or the Name Box

Self-Assessment

Apply Your Skills

Excel Chapter 2: Calculating Student Grades Using Formulas

Creating Formulas

Mathematical Operators
Cell References
Order of Operations

Rearranging Data

Insert and Delete Rows, Columns, and Cells
Hide and Unhide Rows and Columns
Sort Data by Column

Managing Multiple Worksheets

Insert and Delete Worksheets
Rename Worksheets
Move Worksheets
Change Worksheet Tab Colors
Hide Worksheets

Create Cell References to Other Worksheets

Create a Copy of a Worksheet

Edit Multiple Sheets at One Time

Self-Assessment

Apply Your Skills

Excel Chapter 3: Performing Calculations Using Formulas

Using Functions in Formulas

The AutoSum Feature
SUM, AVERAGE, COUNT, MAX, and MIN
Insert Function

Using Relative and Absolute Cell

References

Absolute Cell References
Mixed Cell References
Display and Print Formulas

Creating Names for Cells and Ranges

Using Cell Names in Formulas

Self-Assessment

Apply Your Skills



Excel Chapter 4: Data Visualization and Images

Creating Charts to Compare Data

Chart Types
Selecting Chart Data
Chart Elements

Chart Tools

Chart Design Tools
Chart Format Tools

Move and Size Charts

Edit Chart Data

Adding Images

Conditional Formatting

Self-Assessment

Apply Your Skills

Excel Chapter 5: Organizing Large Worksheets

Starting with a Template

Adjusting View Options

Freeze Panes
Split a Window
Change the Workbook View

Organizing Data with Sorts and Filters

Custom Sorts
Filters

The IF Function

Example: IF Function in Practice

Controlling Data Entry with Validation

Printing Options

Headers and Footers

Excel Tables

Self-Assessment

Apply Your Skills

Index