301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

MICROSOFT

Microsoft Excel 2019 Level 1

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Our 1 day Excel 2019 Level 1 course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019. Participants will learn how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Objectives

By the end of this course, participants will know:

- How to open and interact with Excel
- How to enter various kinds of data, formulas and functions
- How to format text and numbers
- About various data-entry shortcuts
- How to create charts
- How to split and manage worksheet windows
- About workbook properties, how to check workbooks for accessibility and compatibility issues, and how to use templates

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

Program Level

Basic

Training Delivery Methods

Group Live

Duration

1 Days / 8 hours Training

CPE credits

6 NASBA CPE Credits

Field of Study

Information Technology

Advanced Prep

N/A

Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200
- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class. Online enrolment closes three days before course start date. On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

Course Outline

Chapter 1: Fundamentals

- Module A: Getting around
- Module B: Workbook basics

Chapter 2: Creating worksheets

- Module A: Entering data
- Module B: Formulas
- Module C: Functions
- Module D: Moving and copying data
- Module E: Reference types

Chapter 3: Formatting

- Module A: Text formatting
- Module B: Number formatting
- Module C: Alignment
- Module D: Borders and highlighting
- Module E: Styles and themes

Chapter 4: Manipulating data

- Module A: Data entry shortcuts
- Module B: Paste options
- Module C: Inserting, deleting, and hiding

Chapter 5: Charts

- Module A: Creating charts
- Module B: Chart types and elements

Chapter 6: Output

- Module A: Managing worksheet windows
- Module B: Printing worksheets
- Module C: Sharing workbooks

Chapter 7: Settings and templates

- Module A: Workbook options and properties
- Module B: Templates

Exam Information

This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019.

Microsoft Excel 2019 Level 1 Training FAQ's

What are the requirements for MS Excel 2019 Level 1? The courseware assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before. **Students will benefit most from this course if:**

- They want to accomplish basic workplace tasks in Excel 2019, or if they want to have a solid foundation for continuing on to become an Excel Expert
- They intend to take a Microsoft Office Specialist or Expert exam for Excel, this courseware is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$299**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.