

# Microsoft Office Excel 2019

Learn Excel 2019  within 5 days

## Prerequisite

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Before learning MS Excel, you must have the basic knowledge of Computer Fundamental.

## Audience

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Our MS Excel tutorial is designed to help beginners and professionals.



# Contents

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Cells

Rows

Columns

Text Formatting

Border

Calculations

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

Outline

- Excel Basics
- Work with Cells and Worksheets
- Calculate Your Data
- Format your Workbook
- Add Charts and Graphics
- Collaborate with Others
- Analyse your Data
- Work with Macros and the Web

Functions

Charts