

# Microsoft Excel 2019

After finishing this Excel training, you'll know the fundamentals of functions, chart types, conditional formatting, pivot tables, and what-if analysis. You'll also gain an understanding of advanced topics, such as Power Query, Power Pivot, and Power View. This course is a valuable productivity training for both technical and non-technical (end user) professionals.

[CBT Nuggets course material](#) →

## WEEK 1

### Microsoft Excel 2019: Introducing Excel Basics

69 min.

Supplemental File	1
Course Introduction	1
Finding Your Way Around	1
Getting Help	1
Spreadsheet Basics	1
Working with Text	1
Cell Formatting	1
Applying Simple Number Formats	1
Saving Files	1
Creating Your First Excel Calculation	1
Working with Formulas	1
Page Layout Options for Printing	1
Setting Up Multiple Sheets	1
Using Formulas Across Sheets	1

### Microsoft Excel 2019: Excel Functions

Introducing Functions	1
Simona's Favourite Functions	1
Text Functions and Flash Fill	1
Simple Date and Time Calculations	1
Forecasting	1
Creating Your Own Function	1
Entering Data with AutoFill	1
Creating a Custom Number Format	1

### Microsoft Excel 2019: Excel Charts

Getting Started with Charts	1
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Column, Bar, Line, and Area Charts	1
Pie, Pie of Pie, Bar of Pie, and Doughnut Charts	1
Treemap and Sunburst Charts	1
Histogram, Pareto, and Box-and-Whisker Charts	1
Scatter and Bubble Charts	1
Waterfall, Funnel, and Stock Charts	1
Surface and Radar Charts	1
Map Charts	1
Default Chart and Chart Templates	1
Identifying Trends with Sparklines	1
Data Visualisation with Conditional Formatting	1
Creating Infographics with People Graph	1
3D Maps	1

### **Microsoft Excel 2019: Sharing, Collaborating, and Securing**

Reusing Excel Information	1
Sharing Files	1
Collaborating	1
Protecting Excel Files	1
Protecting Parts of Your Spreadsheet	1

### **Microsoft Excel 2019: Analyzing Data with Excel**

Lists and Tables	9
Grouping and Subtotals	1
Getting Started with PivotTables	1
Doing More with PivotTables	1
Data Validation	1
Connecting to Data Sources	1
Introducing Power Pivot	1

Whatever Happened to Power View?	1
Scenario Manager for What-If Analysis	1
Goal Seek and Solver for What-If Analysis	1
Data Tables for What-If Analysis	1

### **Microsoft Excel 2019: Excel Automations and More**

Templates	1
Setting Defaults	1
Using Graphics on Your Spreadsheets	1
Customising Your Workspace	1
Worksheet Forms	1
Automating Worksheet Tasks with Macros	1
Introducing the Personal Macro Workbook and VBA	1
Troubleshooting with Inquire	1