

uCertify

Course Outline

EXCEL 2019 ALL-IN-ONE



14 May 2025

1. Exercises, Quizzes, Flashcards & Glossary
Number of Questions
2. Expert Instructor-Led Training
3. ADA Compliant & JAWS Compatible Platform
4. State of the Art Educator Tools
5. Award Winning Learning Platform (LMS)
6. Chapter & Lessons

Syllabus

Chapter 1: Introduction

Chapter 2: What's New in Excel 2019/Office 365

Chapter 3: Entering Data in Excel

Chapter 4: Transforming and Managing Data

Chapter 5: Formulas and Functions

Chapter 6: Data Analysis

Chapter 7: Data Visualization

Chapter 8: Data Extraction

Chapter 9: Automation in Excel through Macros

Videos and How To

1. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

2. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

3. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

4. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
 1. Best Postsecondary Learning Solution
- **2015**
 1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

5. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

Chapter 2: What's New in Excel 2019/Office 365

- Why use Excel
- New interface of Excel 2019/Office 365
- Workbooks and Worksheets
- New Functions in Excel 2019/Office 365
- MAXIFS
- New charts in Excel 2019/Office 365
- Funnel chart

- Easier sharing in Excel 2019/Office 365
- New features in Excel 2019/Office 365
- Enhancements in pivot table
- Summary

Chapter 3: Entering Data in Excel

- Entering data manually
- Importing Data using Get & Transform data
- Applying data validation
- Summary

Chapter 4: Transforming and Managing Data

- Summary

Chapter 5: Formulas and Functions

- Writing Excel formulas and functions
- Functions
- Basic calculations
- COUNT functions (COUNT, CountA, CountBlank)

- Conditional calculation
- Logical functions
- IF
- Text functions
- Summary

Chapter 6: Data Analysis

- Pivot tables
- Calculation and grouping options
- Power Pivot and Power Query
- Loading connection through Power Query
- Creating calculated columns in Power Pivot
- What-If Analysis
- Analysis ToolPak
- Forecast Sheet
- Summary

Chapter 7: Data Visualization

- Charts

- Pivot Charts
- Slicer
- Timeline
- Sparklines
- Conditional Formatting (CF)
- Power Map
- Summary

Chapter 8: Data Extraction

- Print Excel Files
- Understanding page view
- Understanding page setup options
- Page orientation
- Export or Upload to Power BI
- Share files via Email
- Export data in different file formats
- Summary

Chapter 9: Automation in Excel through Macros

- Macros
- Difference between Macros and VBA
- Record a macro
- Save a Macro
- Run a Macro
- Assign Macro to an Object
- Check the VBA Code
- Edit or delete a Macro
- Macro security settings
- Summary

You can't stay away! Get

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