



Online kursus – k90581

Microsoft Office 2019

Title	Estimated Duration (hrs)
Excel 2019 for Windows: Illustrating Documents	0,52
Excel 2019 for Windows: Using Basic Formulas	0,87
Excel 2019 for Windows: Getting Started	0,37
Excel 2019 for Windows: Creating & Saving Workbooks	1,10
Excel 2019 for Windows: Inserting & Manipulating Data	1,05
Excel 2019 for Windows: Formatting Data	0,80
Excel 2019 for Windows: Sharing & Collaborating on a Document	0,43
Excel 2019: Custom & Conditional Formatting	0,78
Excel 2019: Finding & Grouping Data	0,58
Excel 2019: Sorting & Filtering Data	0,63
Excel 2019: Referencing Data	0,73
Excel 2019: Working with Excel Tables	0,32
Excel 2019: Forecasting & Solving Problems	0,55
Excel 2019: Creating Charts & Graphics	0,58
Excel 2019: Working with Different Chart Styles	0,40
Excel 2019: Inserting PivotTables	0,53
Excel 2019: Working with Data in PivotTables	0,48
Excel 2019: Using Conditional Formulas	0,65
Excel 2019: Configuring Options & Settings	0,53
Excel 2019: Finding & Analyzing Information with Formulas	0,58
Excel 2019: Managing Data	0,72
Excel 2019: Getting to Know Macros in Excel	0,57
Excel 2019: Creating & Editing Macros	0,72
Excel 2019: Working with Macros in Excel	0,62
Outlook 2019 (Windows): Setting Up	0,48
Outlook 2019 (Windows): Sending & Receiving Email	1,07
Outlook 2019 (Windows): Illustrating Email	1,23
Outlook 2019 (Windows): Contact Tools	0,70
Outlook 2019 (Windows): Calendar Tools	1,07
Outlook 2019 (Windows): Formatting Email Text (New)	0,87
Outlook 2019 (Windows): Designing & Shaping Email (New)	0,65
Outlook 2019 (Windows): Proofing Email (New)	0,58
Outlook 2019 (Windows): Tagging, Sorting & Filtering Email (New)	0,72
Outlook 2019 (Windows): Organizing Emails	0,75
Outlook 2019 (Windows): Optimizing Workflows	0,75
Outlook 2019: Configuring the Client	0,63
PowerPoint 2019 (Windows): Getting Started	0,42
PowerPoint 2019 (Windows): Creating Presentations	0,90
PowerPoint 2019 (Windows): Saving Presentations	1,12
PowerPoint 2019 (Windows): Inserting & Manipulating Text (New)	0,67
PowerPoint 2019 (Windows): Formatting Presentations (New)	0,62
PowerPoint 2019 (Windows): Enhancing Presentation Designs (New)	0,70
PowerPoint 2019: Using Multimedia in Presentations (New)	0,83

PowerPoint 2019: Creating Graphics & Diagrams (New)	0,67
PowerPoint 2019: Organizing Presentations Assets	0,43
PowerPoint 2019: Adding Data to Presentations	0,53
PowerPoint 2019: Sharing & Collaborating on a Presentation	0,43
PowerPoint 2019: Adding animations	0,58
PowerPoint 2019: Preparing & Delivering Slideshows	0,75
PowerPoint 2019: Configuring PowerPoint	0,37
Word 2019 (Windows): Opening & Setting Up	0,50
Word 2019 (Windows): Creating, Opening & Saving Documents	0,97
Word 2019 (Windows): Editing documents	1,10
Word 2019 (Windows): Formatting Documents	1,35
Word 2019 (Windows): Using Find & Replace Tools (New)	0,43
Word 2019: Sharing & Collaborating on a Document (New)	0,63
Word 2019: Structuring Documents (New)	0,52
Word 2019: Shaping Documents (New)	0,70
Word 2019: Illustrating Documents (New)	0,65
Word 2019: Creating Graphics & Diagrams (New)	0,53
Word 2019: Adding Data & Calculations (New)	0,47
Word 2019: Using Table Tools (New)	0,50
Word 2019: Using Research Tools (New)	0,42
Word 2019: Creating Forms	0,32
Word 2019: Creating Bulk Mailings	0,52
Word 2019: Configuring the Application	0,57