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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft® Excel® for Office 365™ : Part 1



About This Course:

Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in

data manipulation.

Course Objectives:

- Familiarize yourself with Excel's layout, its various parts, its commands, and its terminology.
- Outline Excel's abilities to quickly, efficiently, and accurately calculate data.
- Update worksheets without throwing away all of the valuable work you've already done.
- Format a worksheet and organize your data.
- Print workbooks.
- Manage the overall structure of your workbooks.

Audience:

- Beginners who are new to Microsoft Excel and want to build a strong foundational skill set.
- Office professionals looking to enhance productivity by learning efficient data handling and reporting techniques.

Prerequisites:

- To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser

Course Outline:

Lesson 1: Getting Started with Excel

Topic A: Navigate the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Navigate in Excel for the Web

Topic E: Enter Cell Data

Lesson 2: Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

Topic A: Adjust Cells, Columns, and Rows

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Colors, Borders, and Styles

Topic E: Apply Basic Conditional Formatting

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers