

Excel Online

Modality: On Demand

Duration: 1 Hour

In this training series, you'll learn about Excel Online and how to use this convenient platform to your advantage. We'll cover basics in this course, like opening a new workbook and renaming it. From there, we'll discuss working with cells and data, creating and sharing a survey, adding and replying to comments, and sharing your spreadsheets with others to collaborate seamlessly.

Course Outline:

Basics

- What you'll learn in this training
- Overview of the ribbon
- Open a new blank workbook
- Open a workbook from a template
- Rename a spreadsheet
- Copy a spreadsheet
- Add, delete, and reorder sheets
- Enter data and move between cells

Working with Cells and Data

- Sort data
- Filter data
- Search data
- Set cell ranges
- Enter values in a cell range
- Use AutoFill
- Create a basic formula
- Use a function in a formula
- Format numbers
- Format text
- Wrap and align text
- Add a border
- Change column width and row height
- Format as a table
- Insert and delete rows and columns
- Create a chart

Survey

- Create a survey
- Share a survey

Comment

- Add a comment in the browser
- Reply to a comment

File Tab

- Overview of the file tab

Print

- Printing options

Share and Collaborate

- Sharing options
- Work together in the same spreadsheet
- Open in Excel (desktop version)

Knowledge Assessments

- Basics
- Working with Cells and Data
- Survey
- Comment
- File Tab
- Print
- Share and Collaborate