

## **Office 365 Executive Overview (Office 2013)**

**Modality:** On Demand

**Duration:** 2 Hours

### **About this Course:**

Excel is the world's most popular spreadsheet program, and these videos show how you can master data analysis while working in this popular program.

### **Course Objectives:**

- This course will teach you how to use some of the tools built into Excel that enable you to mine the answers hidden in your data records and unlock the analysis power of Excel.

### **Audience:**

- Office workers, business people, teachers, support staff, and anyone who wants to use the computer to track, figure out, and report information.

### **Course Outline:**